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**Arena AV requirements**

Please complete and return this form to [bett.speakers@bettshow.com](file:///C%3A/Users/Stacey.Cater/Downloads/bett.speakers%40bettshow.com) by **Monday 9 December**

If you are presenting across more than one session, we would ask for you to complete a separate form for each session. If you are taking part in a panel discussion, and are not the moderator, you do not need to complete a form.

**Session date/time:**

**Session title:**

**Theatre: Arena**

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| **Will you be delivering a PowerPoint presentation?**Our preferred presentation format is PowerPoint. Please note we advise against presenting directly from the cloud as we can’t guarantee Wi-Fi stability. We also can’t accept PDF presentations.  | **(yes/no)** If no, please provide more details.  |
| **If you are taking part in a co-presentation with more than one speaker, will more than one presentation be presented?**  | **(yes/ no/ not applicable)**If yes, how many presentations will be delivered? Please list the speaker names in the order of presentation delivery:  |
| **Please confirm you are aware that your presentation will be run from our theatre AV desk**You will be provided with a clicker to use onstage. | **(yes/no)** |
| **Are you planning to use the full bespoke** **size of the screen?**Please note that the bespoke full size of the screen is 3432 x 981 px and we have provided a template on the speaker webpage. | **(yes/no)** |
| **Are you planning on giving an online live demo during your presentation?** | **(yes/no)**  |
| **Are you planning on using Slido (live polling and/or Q&A) in your session?**  Please note that Q&A time will be included in your total session time.     | **(yes/no)**   If yes, please include details below and include the questions/prompts in your slide deck. Please refer to the Slido guidelines for more details. |
| **Are you planning on playing any videos during your presentation?** Please remove any auto play settings.  | **(yes/no)**If yes, do they require audio?   |
| **Do you have any additional AV requirements outside of the items listed above?**  | **(yes/no)**If yes, please enter details: |
| **Do you require a lectern to present from?** | **(yes/no)** |
| **Do you require any stage furniture?** | **(yes/no)**If yes, please detail: |
| **Do you have any accessibility requirements you would like support with?** | **(yes/no)**If yes, please enter details: |

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