**A black background with blue text

Description automatically generated**

**Arena AV requirements**

Please complete and return this form to [bett.speakers@bettshow.com](file:///C:/Users/Stacey.Cater/Downloads/bett.speakers@bettshow.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**

|  |  |
| --- | --- |
| **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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