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**Bett 2025 AV requirements – Sponsored session**

**Session date/time:**

**Session title:**

**Theatre:**

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| **Will you be delivering a PowerPoint presentation?**  Our preferred presentation format is PowerPoint. Please note we cannot support 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: |
| **Are you happy with your presentation being run from the theatre AV desk?**  Our preferred option is that your slides are run from the theatre AV desk. You will be provided with a clicker to use onstage. | **(yes/no)**  If no, and you want to use your own device, please include details and ensure you bring all relevant cables with you |
| **Are you planning a live product demonstration which requires a hardwire internet connection?** | **(yes/no)** |
| **Are you planning on using** [**Slido**](https://www.slido.com/) **(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?** | **(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: |
| **Are you planning on scanning and collecting data from your sponsored content session?**  If yes, please ensure that you have followed the instructions within the scanning guidelines and ordered the app license by **5 January.** Please also arrange for your scanning staff to be present at the session. Bett will not be able to provide scanners. | **(yes/no)**  N/A for Teaching & Learning sessions – please speak to your client engagement contact |
| **If yes, would you like us to put a notice about your collection of personal data on the theatre** **screen?**  Bett will provide sponsor sashes for your scanning representatives to wear, please ask the Theatre Manager on site. | **(yes/no)**  N/A for Teaching & Learning sessions – please speak to your client engagement contact |
| **Please note: We’re using live onscreen captioning, please ensure that your slides are designed so that your text isn’t obstructed.** | The captioning will be overlayed onto the bottom portion of your slide deck. Pease refer to the captioning template when designing your slides. |