

Speaker Presentation Upload Guide

To help us run the event smoothly, we ask all speakers to upload their presentation in advance. This ensures your presentation is pre-loaded and tested on the seminar laptop before your session.

Please also bring a **backup of your presentation on a USB memory stick** on the day of your talk.

Presentation Format & Technical Requirements

- All presentations must be in 16:9 widescreen format
- All files must be in .pptx format. Laptops at the event will be pre-loaded with Windows 10 and Microsoft PowerPoint 2019.
- Each file upload must be under 100 MB. If you have multiple speaking slots, you may submit multiple presentations, but the total combined size must not exceed 500 MB.
- All images and video content must have a resolution of 1920x1080
- No internet access will be available at the speaker podium, so please do not use online videos or web content in your presentation
- If your presentation contains embedded video or audio, these files must also be uploaded separately as MP4 (video) or MP3 (audio). If you require videos to be incorporated separately to the PowerPoint presentation please let our team know so we can prepare for this option

Uploading Your Presentation

File naming is important. Please name your file like this: **Speakerfirstname_Speakerlastname_Stage**

All files must be in **.pptx format**. Each file upload must be **under 100 MB**. If you have multiple speaking slots, you may submit multiple presentations, but the total combined size must not exceed 500 MB.

After you have reviewed your presentation to ensure the file size and format is correct, upload via the link below:

- Upload your speaker presentation (to follow)
- [Upload your pitch deck for the Pitch & Invest Programme](#)

The **deadline to upload** your presentation is **Friday 6 February** (three weeks before the event). If you need confirmation on your stage/ hub please contact our Rob Wakeling, Head of Content, via rob@reset-connect.com

Using Your Own Laptop?

All onsite laptops will be Windows-based with PowerPoint 2019 (Windows 10). If you're **using Apple Keynote**, please **bring your own Mac** laptop with a **HDMI adaptor/dongle**.

If you plan to use your own laptop, let Josie Parry know in advance at josie@reset-connect.com.

Consent & Copyright

By uploading your presentation, you give us **permission to publish your presentation and related content online** after the event. Please also ensure that you have obtained the appropriate permissions to use any copyright material within your presentation.

Need help?

If you have any difficulties or if you are in any doubt about the technical specifications for your presentation then please contact Josie Parry at josie@reset-connect.com.