



INVITED SPEAKER GUIDELINES

It is important to check the date and time of your talk in the [programme on the conference webpage](#) and conference App in advance of the meeting in case there have been any last-minute changes.

You will be sent a link to download the app one to two weeks before the meeting. We do not provide a printed programme. All the information you require for attending the conference will be on the app and the conference webpage.

PRESENTATION FORMAT

Presentations should be prepared in one of the following formats:

Microsoft PowerPoint/Apple Keynote/PDF

All presentations will be displayed in **16:9 widescreen format**, please prepare your slides accordingly.

Presenter notes will be available at the lectern. There is no need to bring your own laptop.

TIMING IS EVERYTHING!

Your presentation, including time for one or two audience questions, must fit within the time allocated in your invitation. Please rehearse your presentation carefully and do not exceed your allotted time. A timer will be visible throughout your talk. Keeping to time is important to ensure the programme runs smoothly and fairly for all presenters.

UPLOADING YOUR PRESENTATION

All presenters are requested to submit their presentation to our AV team at Talking Slides in advance of the meeting via the Dropbox link below by **5th October**. Your presentation will then be uploaded ready for presentation at the conference. The file name should be named in the following format for clear identification. This information can be obtained from programme on the website.

Date of talk	Room name	Session title	Time of talk	Initial and Surname
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i.e. 13 Oct _Churchill_Opening Ceremony_09.45_Z. Ahmed

Dropbox link

<https://www.dropbox.com/request/uk0yoozvtrfk0p1o7pz>

If you would prefer to present using your own laptop at the lectern or need to submit your presentation after the above deadline, please inform the SBNS office as soon as possible.

Unless already embedded in your slides, please upload any separate videos with clear labels.

AT THE MEETING

When you arrive at reception, please announce that you are a guest speaker. On the day of your presentation, please visit the Speaker Preview Room 30 mins prior to your scheduled talk time to check all is in order with our audio-visual team.

If you have any queries regarding your talk, please contact me admin@sbns.org.uk – Mobile 07890 473 184

Suzanne Murray
SBNS Administrator