GUEST SPEAKER GUIDELINES

Before the Conference
All presenters are required to pre-register for the meeting to be included in the programme and gain entry to the conference. To do this click on the link below:
https://www.sbns.org.uk/event-calendar/harrogate-2026/registration-and-accommodation.html

If you are eligible for complimentary registration, you will have been given a discount code.

Please check the date and time of your talk on correspondence you have been sent and on the conference app. You will be sent a link to download the app 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 Harrogate Event page on the SBNS webpage

Format for PowerPoint Presentations
Single PowerPoint projection will be offered at the Meeting. The accepted formats are Windows PowerPoint, Apple Keynote or PDF. There is no need to bring your own laptop. Please be aware that presenter notes will not be displayed at the lectern. All presentations will be projected in a widescreen format - please ensure they are provided in a 16 x 9 ratio.

Due to tight programme schedules, please ensure that you plan your presentation carefully and do not overrun your allocated time – this is unfair for the presenters that follow. A countdown clock will be displayed on the screen.

At the Conference
All speakers must report to the registration desk on arrival and collect their id badge which must be always worn during the conference. If you have registered, you will receive an email with a link a few days before the meeting which you must bring to the meeting to print your name badge.

Speakers' Ready Room Opening Times
Wednesday: 09.00 hrs – 17.00 hrs, Thursday: 07.30 hrs – 16.00 hrs
Friday: 08.00 hrs – 12:30 hrs

All presenters must report to the Speaker's Ready Room at **least 30 minutes** before their session

a) to check through your presentation and make any last-minute changes
b) ensure your presentation can be loaded on to the hard drive and checked for viruses to ensure it runs smoothly

A laptop will be provided in the Lecture Theatre for presenters - your talk will be preloaded and ready to go!

Please note that all talks will be filmed and placed on the SBNS website after the event.
If you do not wish to have your talk on the site, you must let me, or the AV team know before the end of the meeting.

If you have any queries regarding your talk, please contact me admin@sbns.org.uk – Mobile 07890 473 184
Thank you and I look forward to meeting you.

Suzanne Murray
SBNS Administrator