

BRITISH THORACIC SOCIETY SUMMER MEETING 2019
Thursday 13th & Friday 14th June, Renold Building, University of Manchester

GUIDANCE FOR POWERPOINT PRESENTATIONS

If you wish to use PowerPoint, we would prefer that you do not use your own computer, as all equipment will be provided by the AV team at the University of Manchester. The audio-visual equipment runs Windows 7 with PowerPoint 2010 – preparing your presentation in a newer version may cause some compatibility issues. They generally run at resolution 1000 x 800, and the recommended aspect ratio is 16:9. It is possible to run sound or video clips for the presentations, but we do need to know in advance if you require this.

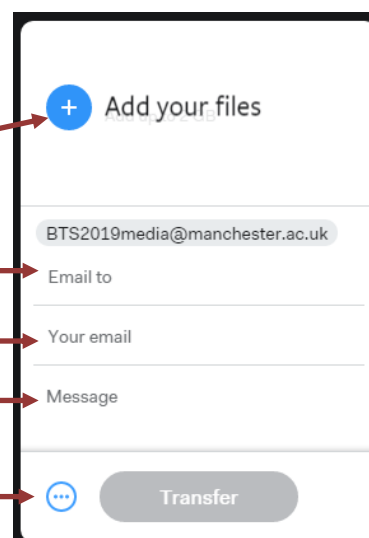
Please contact the AV team (details below) in advance if you intend to use other presentation formats such as Prezi, Keynote or a MacBook. If you are using any Apple products, please bring with you your own adapter.

We would be grateful if you would send your presentation to the University AV team no later than **Monday 10th June 2018** either via email or (if your file is too large) via Wetransfer (details below) with **BTSSM2019** in the subject line. Please save your presentation as:

BTSSM19, SESSION TITLE, YOUR SURNAME and VERSION NUMBER

If you are not able to meet the deadline, or wish to make changes to your presentation after 10th June, then please bring the latest version of your presentation with you on the day.

- Simply go to www.wetransfer.com
- Click the + and browse for the files you want to upload
- Enter University of Manchester AV email address here
BTSSM2019Media@manchester.ac.uk
- Enter your email address here
- Add your name and session info here
- Click transfer to upload



- You will receive a confirmation email once your files have been uploaded, then again once they have been subsequently downloaded and stored

IMPORTANT – PLEASE NOTE!

When saving your presentation, please ensure that the fonts are embedded. This should avoid the problem of slides 'slipping' on projection.

If there are video or sound files running through the presentation, you **MUST** bring the original video file (MPEG or WMV) with the presentation. Other than the very latest version, PowerPoint does not save the video file, only a link to the original location of the file.

We aim to have all data presentations set up on the University computers in advance. We do this in the hope that it will enhance the experience of delegates and presenters alike, and hope that it will be less stressful for presenters on the day. We would therefore be most grateful for your co-operation. **Please also bring with you to the conference a back up copy of your presentation on a USB memory stick and proceed to the preview room for an on-site check.** Please allow plenty of time to check!

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PREVIEW ARRANGEMENTS

There will be a Speakers' Preview Room for PowerPoint presentations to which you will be directed after checking in at the Speakers' Registration Desk. Please remember to collect your USB from this room at the end of the session.

If you have any queries about the technical side of your presentation, please contact: BTS2019Media@manchester.ac.uk

We hope that your presentation goes well!