

## **GUIDANCE FOR POWERPOINT PRESENTATIONS – SYMPOSIA, GUEST LECTURES & SPOKEN SESSIONS**

To ensure optimum efficiency for speakers we ask that you read this sheet carefully. You may only use PowerPoint slides to accompany your presentation.

Please note that you **cannot** use your own computer – facilities are provided at the venue. The venue uses Windows 11 Professional/Microsoft Office 365 operating system with PowerPoint 365, and so can work with that version or any earlier versions (e.g., 2003, 2007, 2010, 2013, 2016). It is possible to run sound within presentations, but we do need to know in advance if you require this facility.

All of the screens at the venue are widescreen and generally run with an aspect ratio of 16:9 and at a resolution of 1920 x 1080. Other aspect ratios can be displayed, but the slides will project with a black border around the edges.

Arrangements may be made for MAC presentations, but we **must** know this in advance and it is preferable that you bring your own MAC and display adapter with you to plug in at the lectern.

Please upload your presentation direct to the Centre no later than **5.00pm** on **Monday 25 November**. We aim to have a technical rehearsal of all data presentations and have the sessions set up in advance. We do this in the hope that this 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.

### **Presentations should be forwarded to the QEII Centre via their FTP Site:**

Please go to: <https://upload.qeiicentre.london/bts/> and follow the instructions.

Please note that the FTP site will be closed at 5.00pm on Monday 25 November, after which date you will not be able to submit your presentation via the site or via email. If you are not able to meet the deadline, or wish to make changes to your presentation after 25 November, then please bring the latest version of your presentation with you on the day.

PowerPoint presentations that contain embedded sound and / or video clips should be uploaded in a zipped folder that also contains each of the embedded files separately, in case of any playback issues.

### **IMPORTANT!**

- 1) If your presentation contains **special fonts**, i.e. non-standard Windows fonts, then please ensure these are embedded. This should avoid the problem of slides appearing to be incorrectly formatted on screen. The use of special, licensed fonts is strongly discouraged as these make the presentation read-only and therefore un-editable on site.
- 2) If there are **video files** inserted in your presentation, please upload the original video file as well (MPEG, MOV or WMV), as some versions of PowerPoint do not save the video file, only a link to the original file location (dependent on settings). Ideally all of your PowerPoint slides plus all your video inserts should be supplied in one folder.
- 3) For back-up purposes, you may wish to bring a copy of your presentation on USB flash drive on the day of the event.

### **PREVIEW ARRANGEMENTS**

There will be a preview room for PowerPoint presentations where you can run through your presentation or make last-minute changes. On arrival at the venue, please go to the “Speakers” section of the BTS registration desks on the ground floor and you will be directed to the room. Please allow plenty of time to check and remember to collect your USB stick from the preview room at the end of the session.

If you have any queries about the technical side of your presentation, please contact: [presentations@brit-thoracic.org.uk](mailto:presentations@brit-thoracic.org.uk)

*We hope that your presentation goes well!*