



Important information for in-person presenters

Introduction

- The conference will take place in-person at the Novotel York Centre, and online through Zoom.
- You are an in-person presenter at the conference and, as such, have been asked to send your presentation slides to conferences@bou.org.uk by **Monday 21 September**.
- This document provides more information on how to prepare for your presentation.

Presentation Slides

- Your presentation file should be a **PowerPoint** file (not PDF) using a **16:9 format**. If you are including video in your presentation, please be sure to embed the video into the presentation file itself (do not link to external sites) and also provide us with the separate video files.
- Presenter view will be available when you deliver your talk. You will not be able to use your own laptop.
- *Delivery of your presentation file by the deadline is very important for the smooth running of the online element of the conference. If you anticipate struggling with this deadline, please let me know asap. If you fail to deliver your presentation file on time – without having discussed alternatives with us – you risk no longer being able to present at the conference.*

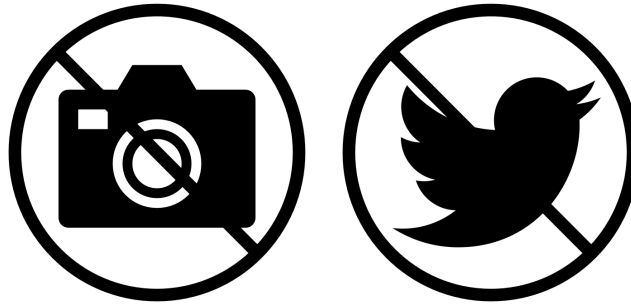
Conference Recording

- The conference will be recorded through Zoom and made available to in-person and online attendees shortly after the conference.
- Previously we have shared this as an unlisted Youtube video sent to all attendees, meaning that it is not visible publicly and can only be accessed using the link we send to attendees' email addresses.
- **Please let us know at any point if you do not want your presentation to be recorded.** We are very happy to omit your talk from the recording if you do not want it to be shared after the conference, and you can withdraw your consent at any time.

Photos

- Photos will be taken during the day, and we typically post at least one picture from every talk on social media. Photos will also be shared in a private photo album on Flickr after the conference.

- **Please let us know by the start of the conference if you do not want to be photographed.**
- If you have specific slides that you do not want to be shared online or on social media (e.g. containing unpublished results), **please include a ‘no-photos’ or ‘no-social-media’ symbol on relevant slides**, like the ones below.



Technical Support

- All event resources can be found on the [BOUasm26 resources page](#).
- If you have any questions or encounter an issue in advance of, or during, the conference, please email conferences@bou.org.uk.