



## **INFORMATION FOR SPEAKERS**

### **Room Preparation**

Each event room is fully equipped with the following:

- Projector
- Screen
- Lectern with Microphone
- Portable Microphone for Audience Questions

### **IT/AV Preparations**

A fixed PC for presentations will be provided by the Surgeon's Quarter AV Team in all rooms. All presenters/speakers should upload their presentations onto a pre-agreed system (more information to follow). Alternatively, these can be brought on a USB stick, however, please ensure that any USB sticks do not have restrictive security settings that will prevent access. Where delegates companies' policies prevent this, they should bring their own laptop.

If providing their own laptop, the Surgeon's Quarter AV Team will provide a standard HDMI connection. In this instance, presenters/speakers should ensure that their laptop has an HDMI port, or that they have the necessary adaptor.

*For any speakers providing a Mac laptop, please ensure you bring an adaptor to connect to the projector as these are not available onsite.*

For any other AV requirements, please contact Jackie Hudson directly at Surgeons Quarter (details below) who will endeavour to address any concerns.

### **Timekeeping**

Timekeeping will be monitored by the session chairs. Presenters/speakers are urged to control their timekeeping and not exceed the targeted 20min per paper. Session chairs will advise when there are 2 minutes of schedule time left.

### **Questions and Answers**

Each paper is part of block of 3 papers; all questions and answers are to take place within a 30 minute (nominally) long section at the end of each block. Please do not invite questions at the end of a paper; instead wait until the chairs open the floor for questions from the audience.

### **CONTACT INFORMATION :**

Jackie Hudson  
Revenue Manager, Surgeons Quarter  
0044 131527 1660, [j.hudson@surgeonsquarter.com](mailto:j.hudson@surgeonsquarter.com)