

AV Instructions

Speaker Preview Room – Soutra Room located on the ground floor

Opening times:	Sunday	16.30 – 18.00
	Monday	08.00 – 18.00
	Tuesday	08.00 – 18.00
	Wednesday	08.00 – 14.30

Please note your presentation can be sent to the conference centre in advance of the meeting using the EICC's "Speaker Preview" facility by logging on as follows:

<http://bnms.speakerpreview.co.uk/>

Username: bnms

Password: 16962

Save your presentation using your name as the document title and **NOT** BNMS, EICC, Edinburgh or the name of the conference.

However during the event you must attend the speaker preview room to review your presentation with the technician. It is also advised that you travel to the conference with a copy of your presentation.

Alternatively:

PC presentations should be submitted to the EICC technicians at least half a day before your session. The speaker preview room is provided with equipment and technicians who will assist you in checking/amending your presentation. When you are satisfied with the presentation the technician will save it to two locations; to the PC in the appropriate auditorium control room and a local master back up folder.

Please note you should save your presentation using your name as the document title and **NOT** BNMS, EICC, Edinburgh or the name of the conference. This helps avoid confusion in speaker preview.

Your presentation can be given to the EICC technician on a CD, DVD, and USB storage devices (USB stick/ pen drives). The EICC team will use reasonable effort to ensure no other person accesses any data submitted. The EICC reformat all hard drives after each event to prevent data transfer between events. The EICC will accept no claim arising from the loss of, access to or corruption of this data. Media given to the technicians should be retained by yourself after it has been submitted to ensure that you always have a back up copy.

The EICC technicians will take responsibility for ensuring that your presentation is in the correct auditorium at the correct time. You will have control of your presentation from the stage via a SLIDE FORWARD and SLIDE BACKWARD button.

Please note:

PowerPoint is provided as standard.

Single projection only

You will **not** be able to use your personal laptop computer.