In-person Speak Brief

Programme
The final programme is now available **here.** Please check the document for your slot and presentation room and inform us immediately of any problems. You can search the document for your name using the search tool on your pdf reader.

Your Presentation
Please ensure you arrive at your presentation room **5 minutes** before you are due to speak.

Please keep to time within your allocated presentation slot, **20 minutes** to include a **15-minute** presentation and up to **5 minutes** for questions and handover. Session chairs and event staff will be in the room to help – they will prompt you with a 5-minute and 1-minute notice as your session slot draws to a close. To allow movement between parallel sessions it is important that all talks run strictly to time.

Equipment
Each room will have a screen, laptop which will have you presentation preloaded, lectern with a microphone, clicker and sound output.

We will have an audience listening online via Zoom so please make sure you use the microphone so that you will be heard.

Presentation Format
Due to the busy timetable, number of parallel sessions and hybrid nature of the event we require your presentation to be sent in advance either in **PowerPoint format** or as a **pdf**. We will be using Windows PCs in all session spaces and cannot support apple software. We are unable to accommodate people using personal devices.

Please send your presentations no later than **13.00 Thursday 28th March to** Rebekah @beaconhouse-events.co.uk for us to pre-load your presentation, ready for your arrival. If your presentation is too large to send via email, you can send via wetransfer.com

As we are streaming all talks we will need all presentations in advance. Any changes must be provided at least 1 day prior to your talk.

Q&A
We will be taking questions from both the virtual and in-person audience, there will be a chair in the session who will be able to field these questions to you.

Code of conduct
The Organizers are committed to making the meeting productive and enjoyable for

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everyone. Please follow and promote our [code of conduct](#).

Freedom of Speech Policy

The Organizers draw your attention to the code of practice regarding [freedom of speech operated by Newcastle University.](#) It is not anticipated that speakers will find anything objectionable in this code, but if you have any queries please get in touch.

For any queries, please contact the team on magda.carr@newcastle.ac.uk or Katie@beaconhouse-events.co.uk