BMC2 In-person Speaker AV Guidelines

PRESENTATION FILE TYPE
- We will have a PC laptop available at the podium. If you need a Mac, please let us know.
- We support the following file types: PowerPoint .pptx
- Please use slide size "Wide Screen" 16:9 Format
- A BMC2 Power Point template is available if you wish to use it.

DUE DATE and DETAILS
- Upload your completed presentation to our Dropbox folder **one week in advance**.
- We also suggest you bring your presentation on a USB device as back-up.
- If your slides contain videos, it is important that you arrive early so there is time to test functionality.
- If you have notes in your slide deck, you may not be able to see them in presentation mode. Please print your notes beforehand if necessary.

AT THE PODIUM
- Your presentation will be included in a master slide deck that will be loaded on our BMC2 laptop to be used for the entire meeting. ***We prefer not to switch between laptops during the meeting.***
- You will be able to see your slides on the laptop, or a confidence monitor, while presenting.
- A slide advancer, with a pointer, will be provided at the podium.

If you have any special AV needs or requests, please contact Pam Benci via email or by phone (734) 645-9678 asap.