# BMC2 Virtual Speaker AV Guidelines

## PRESENTATION FILE TYPE

- Your slide presentation will be added to our master slide deck.  You will have control of the screen and your slides when you are presenting. *We prefer not to switch between laptops during the meeting.*
- 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.

## ONE WEEK IN ADVANCE

- Upload your completed presentation to our Dropbox folder **one week in advance**.

## THE DAY OF

- Please sign on 10 minutes early to test functionality and practice screen control.
- 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.
- When it is time to present, please turn your video on and unmute yourself.
- Please note there may be a slight delay in advancing to the next slide.
- If there are polls in your presentation, they will be run by the slide master.

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