SPEAKER INFORMATION

Please see important information on preparing for UK Kidney Week 2024 below.

GENERAL INFORMATION

Venue
Edinburgh International Convention Centre
The Exchange
Edinburgh
EH3 8EE

Accommodation

Travel

Registration

Programme

Deadlines

30th April	Send speaker profile to events@ukkidney.org
24th May	Send presentation to presentations@cpsgroup.co.uk
24th May	Register to attend UKKW (if attending more than one day)

Media and press
UKKW is open to the news media and welcomes live-tweeting and posting of conference content (such as slides and posters) on social media as a way to share information throughout social networks. If a speaker does not wish to have their research shared via X, Facebook, Instagram, LinkedIn, or other social networks, the speaker should make an announcement before, and during, the presentation. The UKKW press policy is available here.

Before the event
It is critical that speakers send their presentations in advance, by 24th May to presentations@cpsgroup.co.uk and do not arrive at UKKW expecting to use the preview room to 'write' their presentation. The use of the resources to do this will result in sessions starting late and will risk the overall quality of the Programme.

SPEAKER INFORMATION

INSTRUCTIONS FOR SENDING PRESENTATIONS IN ADVANCE
All presentations should be sent in advance by 24th May

Subject line
Please put in the Subject line **UKKW 2024**
In the email, please put the name of the presentation as it appears on the Programme and the name of the presenter.

File names
Please use either the name of the presentation (as listed in the Programme) or, if it is a long name, a shortened version of the presentation name that will easily identity the presentation to non-medical AV technicians as the file name.
If in doubt, please feel free to write any notes or questions in the actual email and our AV supplier CPS will be pleased to get in touch to assist.

Fonts
All standard fonts installed with Microsoft (MS) Office 365 are supported.

HTML
Hyperlinks to external content such as websites cannot be supported; therefore, if you require extracts from an external website, please download them as screenshots or videos and insert them into your powerpoint presentation following the guidelines for such material.

Presentations
All presentations will be presented using MS Office 365 PowerPoint (.pptx) for PC. If your presentation has been created using software other than MS Office 365 for PC (example: OpenOffice, PowerPoint for MAC or Keynote) please make sure your presentation is converted to MS Office 365 for PC. We suggest you review your presentation on a PC running MS Office 365 prior to attending UKKW.

Keynote will not be supported because it cannot be played back on a PC.

Please export your presentation as MS Office 365 PowerPoint, using filename extension '.pptx'.

Presentations being presented in Adobe Acrobat PDF format are accepted, but please contact the technical team in advance of UKKW. Presentations that have been created using either Excel, Word or Prezi will not be accepted.

All presentations will be projected in 16:9 format landscape, not 4:3.

SPEAKER INFORMATION

Video

If videos have been embedded in the presentation, please remember to bring these files with you on a USB device. Please see below for a list of supported video formats.

All videos must be compressed using a supported codec*****.

Supported formats and codecs for video:

- Windows Media file **.asf**
- Windows Video file **.avi** (some .avi files may require additional codecs)
- MP4 Video file **.mp4**, **.m4v**, **.mov**
- Movie file **.mpg** or **.mpeg**
- Windows Media Video file **.wmv**
- We recommend that you use .mp4 files encoded with H.264 codec (a.k.a. MPEG-4 AVC) and AAC audio, for the best video playback experience in MS PowerPoint 2016 for Windows.
- For audio, we recommend using **.m4a** files encoded with AAC audio.
- Videos in QuickTime (**.qt**) and DV formats are **NOT supported**, along with Adobe Flash Media (**.swf**).

*Uncompressed videos will not be accepted due to their large file size; videos should not exceed 50MB each.

Videos should start automatically when the slide (containing the video) appears.

We recommend you review your presentation on a PC running MS Office 365 prior to coming to the Meeting.

AT THE EVENT

Check-in

Please visit the registration desk to collect your badge.

Speaker preview

A speaker preview room, located in **Soutra,** will be staffed throughout UKKW to preview already submitted presentations.

The Speaker Preview Room will open on the following days during these hours:

Tuesday 11th June: **09:00 - 18:30**
Wednesday 12th June: **08:00 - 17:30**
Thursday 13th June: **08:00 - 13:00**

SPEAKER INFORMATION

We ask for all speakers to come to the Speaker Preview room to check their presentation prior to presenting. We recommend that speakers check their presentation at least 4 hours before the start of their session. If the presentation has not been uploaded in advance of the session it will not be possible to present it during the session.

PCs will be available to check presentations and a member of the technical team will assist with checking, along with any minor changes if required. Please be aware that there are many presenters for this large event and all will need to check their presentations so please allow time for this and be mindful that there may be a queue so please allow adequate time when you plan to attend speaker preview.

Presentations will be stored on a central server which is accessible from all session rooms via a secure network.

Presentations are automatically synced between the central server and session rooms. The presentation management system provides a robust mechanism for delivery of the presentations across UKKW.

The use of personal laptops or tablet devices, such as iPads, for presenting in the session rooms will not be permitted in general. If you do need to use a specific device, please contact the Events Team in advance of UKKW so that arrangements can be made for connectivity and also for ensuring that the computer running the other presenters presentations can be removed and re installed by a technician without disruption to the programme.

Speakers are kindly requested to respect their allotted presentation time to guarantee the smooth running of the sessions. Chairs and/or moderators should arrive in the session room **10 minutes before** the session is due to start and introduce themselves to the speakers and technicians and familiarise themselves with the general session arrangements.

Back Up
Please bring a copy of your presentation along with you. Copy your presentation and all the assets to a folder onto a USB device. All videos must be placed in the same folder as your MS Office 365 file. We recommend you keep a second copy in your luggage or in online storage (eg OneDrive, Google Drive, DropBox, or iCloud).

Q&A SESSIONS
Questions will be submitted by delegates via a microphone.

SESSION ROOMS
A technician will be present in each session room to assist speakers in accessing their respective presentation.

All rooms are provided with a lectern, top table, microphones and production support as standard. A dedicated technician will be able to assist with all audio-visual requirements on the day. Please advise if you have specific requirements for your session. The Events Team will aim to fulfil all requests, but an additional cost may be incurred.