

MeDe Innovation Annual Conference – 18 January 2018, Advanced Manufacturing Research Centre, Sheffield

Speaker Guidelines

- **Register yourself - now**

Tickets are expected to sell fast and the last thing we want is for our presenters to not have a seat! Or a badge... so please register yourself so that we have the most up-to-date information for your delegate badge and dietary requirements etc. Do it here: <http://mede-innovation.ac.uk/event/mede-innovation-fifth-annual-conference/> – if you have not already done so.

- **Programme and running order**

The programme for the day can now be found on the [website](#). Familiarise yourself with the running order and timings. We'll reserve seats for speakers at the front and sides for easy access to the lectern.

- **Your presentation – saving, sending and deadlines**

We expect most of you will use Powerpoint to prepare your presentation, and we will be using a standard laptop (Microsoft) to run them off. If you plan to use something different please let us know in advance so we are prepared. If you plan to use video please embed these in your presentation and not send separately.

Name your presentation file in capital letters starting with your surname and a space followed by your first name: i.e. MCCASKIE A

Deadline for presentations: 5pm Tuesday 16 January to info@mede-innovation.ac.uk

- **Presentation style**

The format and style of the presentation is up to you (and your supervisor if you're a researcher), but please use a [standard template from MeDe Innovation](#) (opens downloadable file in your browser) **OR** your host institution or organisation.

- **Presentation timing**

The programme for the day is extremely tight. Please ensure your presentation planning keeps you to time.

If you have any further questions please do not hesitate to contact Rowan or Kelly.