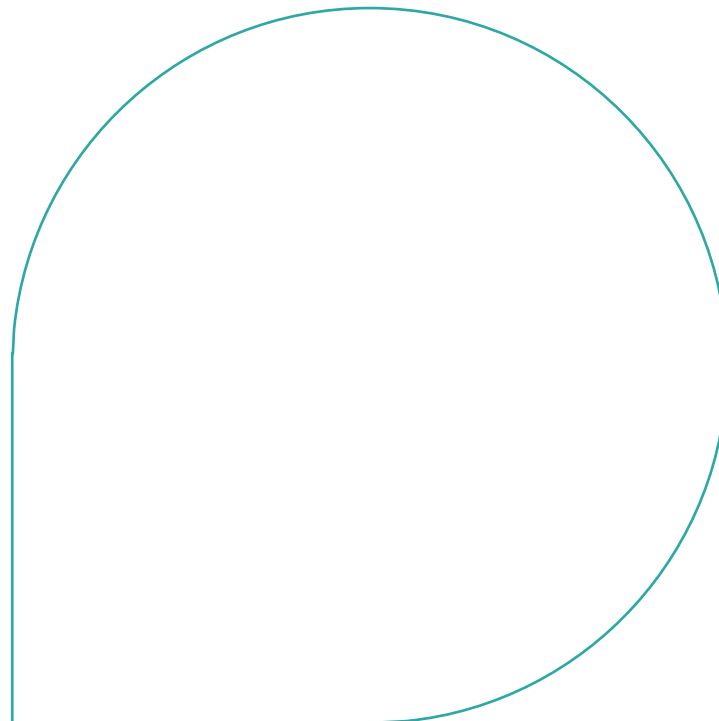


Session & Speaker Information Pack



Thank you for joining us as a speaker at Bett Asia 2023

Here's some useful information to prepare you for your speaking engagement onsite

- Speaker Registration
- Content Milestones
- Speaker Lounge
- Theatre FAQs
- Presentation FAQs
- Speaker Assets
- Travel & Accommodation

Speaker Registration

All speakers are required to pre-register for their [Bett Asia pass](#).

Your badge details will be emailed to you two weeks ahead of the show.

You are very welcome to bring colleagues, friends and guests to Bett Asia 2023, and they can register for their visitor pass via the following link [here](#).

Pre-show Speaker Milestones

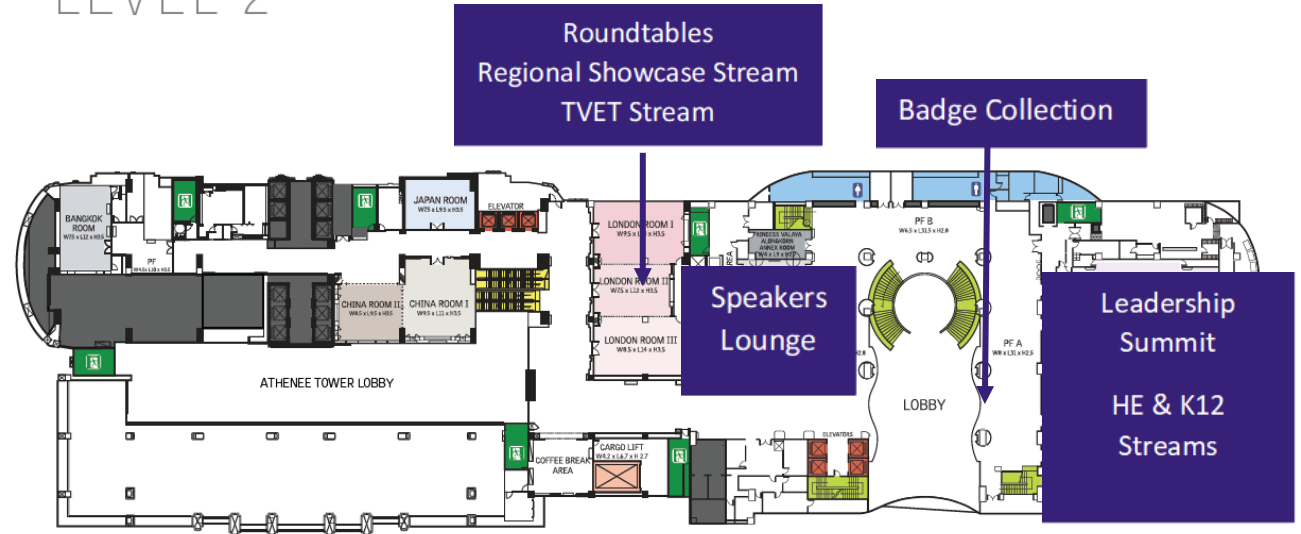
Task	Deadline date
Proposed session titles & descriptions and proposed speaker names to be shared with the Bett Content Team for review	21 July
All speaker details (photo and completed speaker form) and full sessions titles & descriptions to be shared with the Bett Content Team	4 August
All AV requirements per session briefed in to the Bett Content Team	1 September
Speaker Briefing Calls (where applicable)	Across September
1 st draft presentations to be shared with the Bett Content Team	w/c 12 September
Onsite speaker rehearsal times (if applicable) confirmed	w/c 11 September
Final opportunity to share any AV requirements per session	w/c 25 September
Presentations to be uploaded to Dropbox	By 3 October
All speakers registered and badges printed	By 3 October

The Speaker Lounge is an exclusive area for all Bett Asia speakers and moderators.

The Lounge is located on Level 02, next to Registration, and we would ask for you to report to the Lounge at least **30 minutes** ahead of your scheduled session. You can also meet with your panel and moderator here (if applicable).

You will receive your final briefing from the Content team in the lounge before going onstage.

LEVEL 2



LEVEL 3



Speaker Lounge

If there are any problems or issues related to speakers or sessions onsite, including:

- If a speaker is running late
- If a speaker is unwell and cannot make their session
- Presentation update
- Session update on the website or app
- Last minute AV request

Please share these updates directly with the Content Team stationed in the Speaker Lounge and we will work to find solutions ASAP.

Theatre FAQs

	Leadership Summit: Plenary	Leadership Summit: Afternoon Streams	Classroom Theatre
Is there a lectern for me to present from?	Yes	Yes	Yes
Is there an autocue?	No	No	No
Will my session be recorded?	Bett will not be recording full sessions in the Leadership Summit & Classroom Theatre this year. Sections of your session may be filmed for marketing purposes. Please contact our content team if you have any questions.		
Can I arrange for my session to be recorded by a colleague?	Yes – as long as this doesn't interfere with Bett Asia's technical set up. Please see full guidelines on slide 9.		
Can I use interactive Q&A or set up a poll?	Yes – Sli.do will be set up for this stage and we will have an iPad to display questions The access code or Sli.do is #BettAsia		
Will someone introduce me on stage?	We will have a dedicated theatre host who will welcome you onstage	We will have a dedicated theatre host who will welcome you onstage	We will have a dedicated theatre host who will welcome you onstage
Will there be a comfort monitor so I can see my presentation slides	Yes, there will be 2 comfort monitors	Yes, there will be 1 comfort monitor	No, there will not be a comfort monitor
How many people will be in the audience?	Approx. 550	K12 Stream – Approx. 250 HE Stream – Approx. 200 TVET / Gov – Approx. 100	Approx. 45



Presentation FAQs

- Do I need to present off a personal laptop or device?
 - Not at all, you only need to share your presentation with us and we can run this directly from our AV desk.
- Can I present off my personal laptop or device if I want to?
 - Yes – please bring an HDMI or mac adapter for your laptop or device with you
- What are your presentation guidelines?
 - Please ensure your presentation is in .ppt format (not .pdf) and in 16:9 widescreen format.
 - Please remove any settings which automatically advance your presentation slides as there will be a clicker available.
 - If you have any non-standard fonts in your presentation, please upload and label these fonts when you upload your presentation.
- Do you have a presentation template you can share?
 - Yes – we'd be delighted to share a PPT template with you. Please do reach out to request this
- How do I share my presentation with you?
 - We will set up a link to a shared dropbox for you to upload your presentation into. You can also share your presentation with us onsite in the Speaker Lounge ahead of your session.
- Can I play videos during my presentation?
 - Yes – please ensure that these are shared with us as separate files and do not require the internet to play. Please ensure all videos are .Mp4 format with .h264 codec
- Can I access the internet during my presentation?
 - Yes – there will be limited internet accessibility, but we would not recommend downloading or streaming videos or audio files. If you need to access the internet during your presentation, **please do let us know in advance.**

Filming Sessions FAQs

We are happy for speaker, exhibitors and sponsors to film and record their sessions onsite at Bett Asia under the following guidelines:

- If you would like to record a session please let the Stage Manager or AV team know on arrival to the theatre.
- Your equipment and videographer must be set up prior to the session starting to ensure minimal disruption.
- If you are recording a panel discussion you must get consent from the entire panel prior to recording.
- If you are recording a session featuring students you must get consent from their school leader prior to recording.
- Recording must be static, with no roving cameras unless approved by the Stage Manager.
- Recording equipment or videographer must not obstruct:
 - The AV team or AV desk
 - Any aisles, gangways or emergency exits
 - Audience view of the session

Content session data

If you have a sponsored session and wish to collect leads. You will need to purchase an app licence for the Visit Connect app and then use your own devices to collect the data from your session yourself. You can use a mobile phone or any web-connected device with a camera in real-time to scan badges. You can use the app across multiple phones and devices at the show.

Content sponsors will only be permitted to scan their own content session and can only scan visitors when exiting their session.

You will need to ensure that you order your own app licence and have 2 scanning representatives present at your session to collect the data on your behalf. We recommend that your scanning representatives be in branded clothing to show that they are collecting on behalf of your organisation, however if you do not have this then each theatre will have 2 sponsor sashes for your representatives to wear.

General Theatre FAQs

- No **translation** services are available for the stages
- No **brochures and flyers** can be given out post-session as per our SDG policies
- No **attendee data** will be shared with you, this must be collected using your own badge scanning app.

Promote your session!

Please do promote your participation as a Bett Asia 2023 speaker with your networks and on your socials – please find below some information and resources for you to use:

Share the following **registration link** with your networks: <https://register.visitcloud.com/survey/1gbvrkjedkboxo>

Tag us as part of your social posts using the hashtag: **#BettAsia**

- o Facebook: bettglobal
- o Twitter: Bett_show
- o LinkedIn: Bett Global
- o IG: bett_show

Download and use any of the following '**I'm speaking at Bett Asia 2023**' images for your social posts/promotions [here](#).

Travel & Accommodation

Speakers are required to book and plan their own travel and accommodation for Bett Asia.

We have negotiated for a special discounted rate at **The Athenee Hotel** for attendees and details can be found [here](#).

Bett Asia Content Team

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