



BPA Skydive the Expo Speakers' brief

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1 Duration of sessions

Sessions at BPA Skydive the Expo start on the hour and are of 50 minutes' duration (XX:00 to XX:50). This allows 10 minutes for members and guests to change rooms as may be required before the start of the next seminar they wish to attend, which may be in a different room, and also for the next speaker in your room to set up. The 50 minute time slot includes time for discussion, so please allow for this in planning your content. We should rather a presentation finish early than late, as a late finish may impact on the presentations that follow.

Exceptionally, a double session may be considered, but we are keen to avoid too many double sessions as it reduces the number of presentations on the programme, in which we aim to offer something for every skydiver.

2 Content

Programming content and scheduling decisions are taken by the Expo working party of the BPA Communications Committee. Invitations to, offers by, prospective speakers/contributors are subject to approval by the Expo working party.

Presentations at BPA Skydive the Expo are for information, education and entertainment. **No sales presentations please!** The Expo exhibition (details available on request) is the venue for sales messages.

As we build the programme, we may occasionally ask you kindly to liaise with another speaker if your presentation and theirs may be on similar themes, to avoid overlap. We sometimes try, if we can, to schedule presentations in 'strands' to appeal to a particular audience, so that they are scheduled in sequence in the same room.

Please be careful not to say or display anything in your presentation that may potentially be seen as defamatory, or unfair to any business. Where you have personal views, please clearly flag them as such. Please respect that you are being given a platform by BPA which, as the National Governing Body of our Sport, must in all it does be lawful, and strives always to be fair and respectful.

3 Function room allocation

The Expo programme retains the status of a working draft because we may have to switch times and function rooms to meet the exigencies of the event. Please therefore check online including the day before and on the day itself for the most up-to-date programme.

The layout of seminar rooms is in theatre style. We're sorry, but we cannot change the room layout between presentations. Should you have special requirements, for example in terms of space for a demonstration, please discuss this early on and we will see if we can help, however we are limited by the nature of the programme into how much we can cater for particular space and room layouts. However, it may sometimes be possible to schedule a seminar in the Theatre, which has a big stage with lots of space.

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4 Publicity

Please kindly provide a head-and-shoulders or action photograph of yourself, together with a title and a single paragraph summary of your presentation, for the advance publicity on the Expo website and elsewhere. The title will appear in the 'at-a-glance' programme. There is limited space in the 'at-a-glance' programme, so please keep your title short and snappy. Please ensure that it is clear from the title what your presentation will be about. Please take care that titles in the form of puns (plays on words) may be ambiguous or misleading.

5 Audio visual aids

5.1 Facilities

A projector and screen is provided in each 'seminar rooms' (the Theatre, the Atrium Gallery and Conference Rooms 1 & 3) but not in the 'meetings room' (Conference Room 4). Please check in advance that you have been allocated a seminar room if your presentation includes any audio visual material (video, PowerPoint, etc). Should you need any special audio visual facilities, please ask BPA well in advance and we shall do our best to arrange anything within reason. Please note we are unable to provide special facilities at short notice, as such equipment often has to be hired in.

5.2 On the day

On arrival at the venue on the day, can speakers in the Theatre, the Atrium Gallery and Conference Rooms 1 & 3 please kindly identify yourself to the audio visual technicians at EMCC who will be in the Theatre during the morning (the av control area is at the back of the Theatre).

Please show them any audio visual media you may wish to use for your presentation. Please bring your presentation loaded onto your own laptop as it is often easiest simply to plug this in, but in case there is any issue please also have your av presentation on a memory stick or other portable media so it can be uploaded to another device if necessary. **If you have a Mac, please bring your own VGA adapter cable as HDMI will not be available.**

Please refer any av issues you may have on the day to to EMCC's audio visual technicians, who will be pleased to help.

6 Expected attendance

Members and guests do not pre-register their seminar attendance. Therefore, we do not know the expected audience size in advance (although, over the years, we have become quite good at guesstimating!).

7 Videoing of presentations

Presentations will normally be videoed by BPA's video contractor, EpicTech Media, to be uploaded to the BPA Skydive the Mag YouTube page. If you do not wish your presentation to be videoed (if, for example it contains copyright material), please make this clear to us when you first accept an invitation to speak. **Otherwise, for all your content, you must have necessary permissions to use it at your presentation, and for online publication by BPA.**

Please provide EpicTech Media with a copy of your presentation (visual media) no later than 2 weeks in advance of the event. Copies can be emailed in PowerPoint or JPEG format to EpicTech Media at transfer@epictechmedia.co.uk. Transfers can be accepted using WeTransfer, OneDrive, Google Drive or Dropbox. Please send any videos used within your PowerPoint as separate files. If you require any assistance with transferring your presentation, please call their office team on 01234 889785.

We ask that all speakers bear in mind the location of the camera at all times and refrain from turning their back on the camera whilst demonstrating something. Speakers should keep their microphones on at all times, even if there are very few people in the room, as this is how the video team records the audio.

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8 Sign language interpreters

Some presentations, if attended by our group of deaf or hard-of-hearing members, may have British Sign Language (BSL) interpreters in attendance. We do not know in advance which presentations these may be, as it is up to our BSL group to decide which presentations they may wish to attend. Whilst familiar with most technical terms sport parachuting, if the BSL group comes to your presentation, please try to flag on first use any specialised technical words you may be using.

If our BSL party comes to your presentation, the group and the interpreters will wish to settle at the front near enough for the interpreters to hear the speaker/s (and any audio av output) clearly and, ideally, to have clear line of sight. The group would benefit from having a written copy of any presentation prior to the event but understand that this isn't always possible.

9 Event management on the day

On the day, the event will be managed by Marie Reynolds and her team from BPA's event partner EventPro UK.(except for av, which the av technicians at EMCC look after). The EventPro team is based at event reception by the entrance doors to EMCC.

10 We're sorry we are unable to pay expenses to speakers

BPA Skydive the Expo is held on the day of the BPA AGM that all members are encouraged to attend. BPA makes no charge for members and their guests to attend the Expo. BPA underwrites the cost of holding the Expo, and is grateful for exhibitors' fees and sponsors for helping to contain these underwrite costs, which still run into several thousand pounds. Therefore, we regret BPA is unable to pay travel and subsistence expenses to speakers, or meet the cost of speakers' overnight accommodation.