Many thanks for agreeing to present at the VASBI VIRTUAL ASM on the 16TH – 17th September 2021 .

Your participation is greatly appreciated.

I have attached recording instructions and the provisional programme for your information.

Details of your session date and time are at the footer of the email .

Please read below important information regarding your presentation . I realise that many of you have participated in the online webinar programmes and live events but please familiarise yourself with the information and  prerecording instructions for VASBI ASM . ( VASBI use the big Marker platform and have dedicated AV assistance throughout  ).

* Ensure all PowerPoint is 16:9 Ratio, 4:3 will no longer be supported. 16:9 fills modern widescreen monitors!
* Please arrange a Tech test with Scott Clarke, our webinar AV manager ASAP - ( this will check your device connectivity and assist with the prerecording )  .
* Scott ([scott@clarkeav.co.uk](mailto:scott@clarkeav.co.uk)) is copied into this email and his details are below.
* All presentations will be prerecorded using the VASBI recording system and uploaded on to the Big Marker Platform.
* Discussions  / Q and A sessions can be live.
* Once recorded the presentation can be finalised / edited by Scott Clarke [scott@clarkeav.co.uk](mailto:scott@clarkeav.co.uk). This does take time so please ensure completed by deadline **Friday 3rd September 2021**
* Big Marker platform is browser based  and  you will need updated Chrome ( or Firefox) along with Windows 10 or upto date MAC OS  Please do not try to present on phones or tablets or other browsers, this WILL cause issues!
* Big marker is robust and quite easy to use .  If you need help please let either  myself or Scott know. We are here to help!
* Please make time on the day to ensure all computer updates have been completed and no other programmes are running in background – eg  Zoom , skype etc. Microsoft, Google Chrome etc. have a habit of releasing and forcing updates at the most in opportune moments.
* Scott  will be in contact to arrange tech test and assist with prerecording, Please DO NOT ignore these requests to arrange tests, these tests help to ensure the meeting goes as smoothly as possible
* A presenter link will be sent to you all  before the meeting ( reminder email 24hrs : 1hrs  before )  these are personalised emails so please keep them safe and  do not share .
* Please check spam account if you do not receive the presenter link or call Scott ( [scott@clarkeav.co.uk](mailto:scott@clarkeav.co.uk) ( 01202 352194  or mobile 07739021203 )
* On the day of the meeting please Log On Early (Times will be advised during tests) before your session to iron out any issues .
* The registration for the is free for members and faculty . Details and link are on the [vasbi.org@gmail.com](mailto:vasbi.org@gmail.com) Please encourage your departmental colleagues to attend .

If you have any queries then please contact me Ruth Moss – details below .

Many thanks again for your participation.

VASBI Secretariat

Ruth Moss

VASBI Secretariat

[Vasbi.org@gmail.com](mailto:Vasbi.org@gmail.com) or call + 44 (0) 141 942 8104 or 07813859688

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