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SPEAKER MANUAL 2025

Frequently Asked Questions



A very warm welcome to AngelTech 2025!

Whether you are a returning speaker or joining us for the very first time at **CS**, **PIC**, or **PE**, this guide is here to help and is packed with answers to common questions. If your question isn't listed or you simply require a little more clarity on a specific matter, please don't hesitate to reach out.

Is there a deadline for submitting the presentation title and abstract?

A working title and draft abstract are required quickly in the first instance. Both can be updated as many times as necessary thereafter, and means we are able to publish the agenda early, providing maximum exposure for you and your company online. It also means our marketing team can start to promote early via social media.

When can I view the agenda?

This depends on the speed at which speakers provide their presentation information. As soon as our agendas are in a good place where we are showing titles and abstracts from most speakers, they will be made available to view online. Keep checking the event websites.

Can I get my online picture, bio, company logo, presentation title or abstract updated?

Yes, please send your high-res headshot jpg file and/or revised text to: jane.bunclark@angelbc.com as soon as possible. If your company logo requires updating, please send in 2x file formats: a) As a high-res jpg file, AND b) As an SVG or vectored eps file. Attach these (with any revised text) and send to: jane.bunclark@angelbc.com as soon as possible.

Why do you need my mobile number?

In the unlikely event of last-minute changes to the agenda, it's possible we may need to contact you at very short notice on the day. Such instances are rare, but we would be grateful to have your number to hand for such an emergency.

How long is my speaking slot?

CS and PIC presentations are allocated 15 minutes. PE presentations are allocated 20 minutes. As there may be questions from the audience at the end, how much time you wish dedicate to speaking in your time allocation, will need to be a consideration.

Can I choose what day or time I present?

This is not generally possible. As some themes may be more speaker-subscribed than others, the theme order, talk times and the presentation day are all subject to change.

What if I'm due to present in one of the other conferences – will my talks clash?

We will ensure that your talks are at completely different and manageable times.

Do I need to register for the event?

We automatically register all speakers as the event nears and a confirmatory email will be sent containing your unique QR code.

Will my badge be sent to me?

No. Your QR code will be scanned at the reception desk from your mobile phone or printout and your badge will be printed off.

Where do I go when I get to the venue?

Please make your way to the registration desk where you will receive your badge. For those who are first time speakers at this event, please familiarise yourself with the room you'll be presenting in. If you are unsure where to go, a member of the event team will be happy to show you.

What if I'm speaking but a last-minute hitch means I can't attend?

If you find yourself in this situation, it will help enormously if someone else were to step in to make the presentation on your behalf. If this is not possible, please notify jane.bunclark@angelbc.com as soon as possible.

Am I able to present remotely?

No. AngelTech is an in-person event only.

Are the presentations recorded?

No, we don't take videos of any presentations, but you are more than welcome to have a colleague record it on your behalf, providing they bring the required equipment to do so. Please inform us if you plan to do this.

What format does the slide deck need to be?

Your slide deck can be a PowerPoint or PDF file with an aspect ratio of 16:9. We don't supply a template, so the overall design is entirely your choice.

Can I use animation?

Yes, please ensure any video is embedded into your slide deck.

What if I need to alter my slide deck?

We understand modifications are necessary and unavoidable, so we ask that you consider delaying sending your slide deck until as close as possible to the submission date. This provides you with the maximum time to review internally, avoiding the need to submit multiple files leading up to the event.

How do I send my slide deck and who does it need to be sent to?

There are a few ways to send depending on file size and company protocol. You may email direct to jane.bunclark@angelbc.com, or to jane.bunclark@angelbc.com via WeTransfer. If your organisation prohibits the use of WeTransfer, please send a secure link to jane.bunclark@angelbc.com

What if I can't send my slide deck by the deadline date?

Whilst not ideal, we ask you upload your presentation to a USB stick and bring it with you on the day.

Who do I give my USB to on the day?

Please hand directly (and in plenty of time) to a member of the Audio/Visual team in the relevant speaking room. They will download and check.

How early do I need to arrive on the day of my presentation?

We ask all speakers to arrive at least 2 hours before their presentation.

When do I have to be in the presentation room?

Please make your way to the Audio-Visual desk about 10 minutes before you are due to speak. This will enable the team to set you up with a microphone and 'clicker'. Your cue to go onto the stage will be announced by the chairperson.

Can I use notes when presenting?

Yes, there will be a 'comfort' monitor for you to see your notes.

Will there be time for Q&A's

For a 20-minute slot, we recommend speaking for 15 minutes or so, leaving a few minutes at the end for Q&A's. For a 15-minute slot, it's your choice whether you use the full 15 minutes for speaking or cut it short by a few minutes. Sometimes there are no questions from the audience.

What happens after I finish presenting?

Please return to the AV desk to have your microphone removed.

Are the presentations made available after the event and if so, how do I get them?

A couple of days after the event, an email will be sent to all sponsors, speakers and delegates alike with a link to the presentations. Access to these will be via a very short feedback form. Once completed, you are free to download most of the presentation slide decks (in PDF format) across all 3x conferences. Please note that a handful of speakers/companies will have chosen NOT to share post-event.

What if I don't wish my presentation to be shared post-event?

Please advise as soon as possible and we shall ensure this is not made available. You are more than welcome to submit a 'modified' PDF version if you wish not to share sensitive information.

Do I get access to all parts of the conference?

Yes, your attendance allows you to wander freely across all 3x events. You are also invited to join us for the pre-conference networking drinks reception on Monday 7th April. Refreshments and lunches will be provided on both event days. Wi-fi will be available, allowing you to continue with your day-to-day business.

How can I promote my talk at this event?

The speaker portal is a hive of information! You'll find custom images on the 'Toolkit' tab which you can download and post on your social media channels.

Where can I book accommodation?

The Sheraton Airport Hotel offers a special room rate to speakers, sponsors and delegates alike. Click this link to make a booking at the reduced rate: <https://go.ly/ZBkrp> Please make sure to book your room prior to the 24th March 2025. After this date, room and rates will be subject to availability.