

Guidelines for Presenters

STANDARD MEETING ROOM SET-UP

Data (LCD) projector (4:3 or 16:9 ratio)
Laptop computer
Preview monitor
Remote or mouse at the podium for advancing slides
Screen
Microphone at lectern
Speaker timer
Laser pointer

PRESENTATION GUIDELINES: We recommend using our PC computer for your presentation. The central computer is equipped with a PC-based Windows with Microsoft PowerPoint installed. You will advance your slides using a mouse or remote.

PRE-LOAD YOUR PRESENTATION: If using our computer, please turn in your USB thumb drive or CD-ROM disk to the projectionist well in advance of your presentation.

PRESENTATION FILE TYPES: The following presentation file types are acceptable for presentations: Microsoft Office PowerPoint (.ppt), (.pptx), or Adobe Acrobat (.pdf). You cannot use animation if presenting using a .pdf. If using Mac-based Keynote, you should use your own laptop.

PRESENTATION RATIOS: The data projector will accommodate either 16:9 or 4:3 ratio. However, because most presenters are still using the 4:3 ratio the screen will be a 4:3 ratio. A 4:3 presentation will fill the screen; a 16:9 ratio presentation will fill the screen left to right but will have blank space above and below the image.

VIDEO FILES: PowerPoint embeds image files such as JPEG's directly into the file when you save them. Video files, however, may NOT be embedded depending upon the version of PowerPoint you are using. Please include video clip in a folder along with your PowerPoint or your video clip may not run. Without the video clip in a folder with your PowerPoint, the link to the clip will be lost. Be certain to bring the video files and the PowerPoint files to the meeting.

APPLE MACINTOSH USERS: PowerPoint presentations created on Macintosh are compatible. Please make sure that all inserted pictures are either JPEG or PNG file-types. It is recommended that TIFF images must be converted to JPEG format. QuickTime (.mov) files are an accepted video format but should be tested in advance of your presentation.

USING YOUR OWN COMPUTER: If using your own computer, please make arrangements to test it with the projector well in advance before the meeting starts. The projector will accommodate up to 1920x1200 resolution. A VGA (HDD15) cable to the projector and power strip will be provided at the lectern.

If you wish to practice your presentation, please bring your own laptop computer.

If you have any questions, feel free to contact Lou Winant. E-mail: louw@att.net

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