

Audio Visual PowerPoint Guidelines

- ▶ Presentations can be delivered in many formats; we support PC based Powerpoint 2003/2007/2010 and PDF files but arrangements can be made if you require specialised software, please make us aware of this ASAP.

Some general guidelines are:

- ▶ Check with your event organiser to see what aspect ratio you need to create your presentation in, it is important to do this before you design your slides so that you don't have to re-design them at a later date. (You can adjust the aspect ratio in the page setup section of Powerpoint)
- ▶ Internet connections are not included on all shows so please make your event organiser aware of any connections required.
- ▶ Ensure you make your event organiser aware of any sound requirements you have within your presentation.
- ▶ Please email presentations and associated multimedia files to your conference organiser, clearly referencing: the speaker name, subject and any further details to aid distinguishing your presentation from others. For example: 1135 Joe Bloggs Gardening Tips.pptx
- ▶ If you are bringing your presentation personally we support flash drives, CD ROMs and DVD ROMs.
- ▶ Ensure any photographs used within your presentation are sized correctly before importing to your presentation to prevent over sized presentation files. Most digital cameras produce very high resolution images which tend to slow down PCs when used within a standard resolution Powerpoint presentation. The images resolution can be adjusted in a wide variety of image editing software prior to importing to Powerpoint.
- ▶ If you are using PC based Powerpoint please follow these guidelines:
 - ▶ Ensure non-standard Windows fonts are embedded or forwarded with the presentation.
 - ▶ If you are using video/audio ensure all files are forwarded with the presentation, in advance of the event to allow for compatibility tests.
 - ▶ Although our machines are equipped with many of the latest CODECS (files that encode and decode videos) there are hundreds in circulation, so even if the video plays on one PC it is not a guarantee that it will play on another. Early submission of your materials will ensure we have the opportunity to test multimedia files on our systems and resolve any issues there may be.
- ▶ If you are not using PC based Powerpoint, please follow these guidelines:
 - ▶ When using Prezzi for your presentation please ensure you download the file as internet connections are not included on all events (if you do require an internet connection please speak to your event organiser).
 - ▶ Please make your event organiser aware of any specific software you require for your presentation, so that we can resolve any issues asap.

Plenary room presentations will normally be controlled by your QE II data technician using a cue light system. Breakout rooms are normally controlled by the speaker at the lectern directly via a laptop. Please contact your event organiser to check for definite if you have specific requirements.