

## **AUDIO VISUAL INFORMATION FOR YOUR PRESENTATION**

### ***Important points in brief:***

We would like to inform you that each meeting room will be equipped with a PC and a data projector for **PowerPoint presentations only**. You can review your presentation at the speakers service centre (SSC), where it must be handed in at least **one hour before your lecture**, either via floppy disc, CD-Rom, memory stick, zip drive or your own laptop.

### ***Further details and hints for computer based projections:***

#### **1. Preparation**

- Store **ALL your files** in a unique folder (especially videos)
- Avoid animations and make sure video(s) play automatically when slide is displayed
- Colours: use light-coloured fonts for texts (white/yellow) on dark backgrounds or vice versa. A strong contrast is important for good legibility
- Legibility check: step back 1,5 m from your computer, the text should be easily readable on presentation mode (if not, you are using a too small font!)
- PowerPoint & Windows Versions from 95 to XP may be used

#### **2. How to transport your MS-PowerPoint file to the Speakers Service Centre (SSC)**

- On CD-Rom, floppy disk, memory stick, zip drive or your own laptop

#### **3. In the Speakers Service Centre (SSC)**

- Please come to the SSC the day before or at least one hour before your lecture!
- Highly experienced and skilled technicians will capture your presentation and store it on a server
- You then rehearse your presentation with the assistance of a technician
- Technicians will help you with PowerPoint and will ensure that your changes are updated on the specific server

#### **4. In the lecture room**

- Via network your presentation is made available in your lecture room, on a presentation computer operated by a technician
- With touchscreen control at the lectern you can simply "ask" for the "next slide" or "previous slide"
- There will be **no possibility to connect your laptop at the lectern** in the lecture rooms
- No overhead or slide projectors in the lecture rooms; no double projection
- No change in presentation in the lecture room by the technician or the speaker

**Any technical questions? Just e-mail to: [basel@congrex.com](mailto:basel@congrex.com)**