

## **AV Specifications for Presentations and Equipment**

Session room PCs will be provided with the following configuration:

- PC Laptop with Intel CoreDuo 2.4 Ghz, with 4 GB RAM
- 1024 x 768 at 24 bit color depth
- Microsoft Windows 7
- Microsoft Office 2010
- Windows Media Player (Version 10)
- QuickTime (Latest Version)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

All electronic files must be submitted in the Speaker Ready Room using one of the formats listed below:

- PowerPoint 2010 or earlier version
- Operating System: Media should be PC Formatted
- Web Browser: Internet Explorer 8, Firefox 3.6
- Plug-Ins: QuickTime 7, Adobe Acrobat 9
- Video Playback: Windows Media Player 10; QuickTime 7
- PDF Reader: Adobe Acrobat 9
- Unix Users: Bring HTML Files or Adobe Acrobat 9

For best results, PowerPoint 2007/2008/2010 users should save their presentations in those versions' native .pptx format, and not in the PowerPoint '97-2003 format.

Embedded media clips are not saved as part of your PowerPoint presentation. The actual video or audio files need to be on the computer you will be presenting from. You will need to supply those files along with your PowerPoint file either when you upload or in the Speaker Ready Room.

If your presentation contains any video or audio, please submit your files to the Speaker Ready Room at least 24 hours in advance, due to additional processing time that may be required.

Even if you have submitted your presentation in advance, please plan to bring the latest version of your presentation to the meeting on one of the following media types as a safety backup for your talk.

- USB Flash Drive or Hard Drive (any brand that does not require drivers)
- CD ROM (CD-R, CD+R)

- o DVD ROM (DVD-R, DVD+R)
- o CD+-RW and DVD+-RW (not recommended)
- o Memory Card (Memory Stick, MicroDrive, Secure Digital, Multimedia, Smart Media, Compact Flash)

### **Audio/Visual Equipment**

An audio/visual technician will be on duty prior to each session to ensure a smooth transition between speakers in meeting rooms, to answer any equipment questions and to adjust lighting and sound levels to your requirements.

Audio-visual equipment in each session room will include:

- o 4K LCD Projector
- o 10' Screen
- o Microphone Mixer
- o Laptop Computer w/Mouse
- o Wireless Remote Control
- o Wired Panel Microphones
- o Wired Podium Microphone
- o Wireless Lavalier Microphone
- o Wired Q&A Microphone on a Stand

Standard session room set will include:

- o 8 ft. Skirted Head Table w/four chairs
- o Podium
- o 12x8 Riser for Rooms Set for 250+