

## **Information regarding the Erling Persson Hall**

In order for the event to proceed as smoothly as possible there are a couple of things regarding the venue and the venues equipment that we would like to inform you about.

### **Regarding sound and microphones**

The technicians in the Erling Persson Hall will provide the presenters with microphones and for this to work out efficiently the presenters will need to be present backstage no later than 10 minutes before entering the stage. This is also where they should return immediately after their presentation.

The type of microphones we provide for presenters, moderators and speakers are ordinary headsets but in case a presenter is not comfortable with this type of equipment for any reason we can provide a handheld microphone.

In the back stage area a camera picture of the stage is shown on a video monitor and a loudspeaker provide the same audio as in the auditorium. This way the presenters residing back stage will always know what is happening on stage.

### **Visual presentation**

For visual presentations we provide all the hardware and software needed to run PowerPoint, Keynote and Prezi presentations. The computers running the applicable software are supervised by one of our technicians throughout the whole event.

A clicker (next and previous slide) as well as a laser pointer will be provided for use on stage but the technician will need to start embedded video material if that content has not been (or should not be) automated.

On stage there are one or two video monitors to support the presenter, showing either notes and next slide, the actual presentation or any other computer screen such as for example social media flow or poll results. If the presenter insists on using his or her own computer we must be informed about it in advance since a setup like that requires prior testing of the presenter's actual equipment (and he or her needs to be present with the equipment at least an hour before the event starts).

Make sure that presentations conform to the current standard picture ratio of 16:9. If the obsolete format ratio of 4:3 is used the presentation will still show but together with black borders on each side.

Please provide video and/or audio as separate files even if they are embedded in a presentation file so that we can guarantee the playback of these. Preferred format of video files is Mp4. Care for chronological naming of files by using initial numbering followed by slide number and title or description.

Video files will be played back by one of our technicians on a certain cue that we agree upon before the presentations starts.

### **Stage light**

In order to create a good visual impression of the presenters on stage we cast bright and slightly toned light toward the front section of the stage. In this way we make sure that no compromising shadows or lines appear in faces (as it would with light cast only from above).

### **Welcome!**

We look forward to having you and please do not hesitate to contact us if you have any questions or requests.