Audio Visual and Presenter Guidelines for Presenters

GENERAL GUIDELINES:
In order to provide our attendees the best possible experience and to ensure a smooth and efficient handling of audio-visual presentations, the following guidelines have been established.

- EMBL strives to provide top-quality service to all our presenters and for this reason; all presentations will be delivered from our machines.
- Presentations must be in one of these supported file types:
    - PowerPoint (.pptx, .ppsx)
    - Apple Keynote
    - Adobe Acrobat.
- The preferred aspect ratio is 16:9 (4:3 will work as well).
- Audio and video files associated with your presentation must be saved in the same folder as the rest of your presentation. All Presentation files must be labelled with your name.
- Save your file to a USB stick or external hard drive.
- Please be aware of that our system is HDMI only. If necessary we can provide Mini Display port to HDMI adapters as well as USB-C to HDMI.
- Please make sure that our AV technicians will have access to your system settings such as screen resolution, power management and that there are no restrictions from your IT department.

EQUIPMENT PROVIDED:
The following audio-visual equipment will be provided in the auditorium

- A monitor with presenter mode of your presentation and slide advancer will be placed at the lectern to control your presentation
- Microphones
- Speaker timer with a traffic light system

AT THE MEETING:
- All presentations must be given to the AV technician located in the back of the auditorium at the beginning of the break prior to your talk.
- For the morning session our AV technicians will be available 1 hour before the session starts.
- To avoid problems and to give a great looking presentation, the earlier you visit the AV technicians, the better.
- In case there are any problems with your presentation, we can connect to your laptop. However, we will try it on our machines first and keep a copy of the file as a back-up.
- All files will be deleted after the presentation has ended.