

AV instructions for speakers

OPERATIVE DAYS 2021
November 17 – 19



1. Session room AV setup and equipment

Sessions room AV setup is a PC laptop (Windows 10 with MS Office, English interface), microphone, presentation slide changer, wifi and a screen or projector (1920 x 1080 px)

Please note: slide changer does not work as a laser pointer. If you need to highlight some information in your presentation, please use animation functionality of the PowerPoint.

Prepare your presentation

1. Presentation format

PowerPoint, **16:9** aspect ratio, widescreen.

If you are using Keynote, Prezi or other presentation software, you can save as Powerpoint (.pptx) or PDF-format or use your own laptop. Seminar rooms' PCs have presentation slide changers, which you can use to control your presentation.

2. Fonts

Please use standard fonts, such as Arial, Times New Roman, Tahoma. If you use special fonts, please embed the fonts in Powerpoint (<https://support.microsoft.com/en-us/office/embed-fonts-in-documents-or-presentations-cb3982aa-ea76-4323-b008-86670f222dbc>) or provide fonts with your presentation file. Avoid using font sizes smaller than **24 pt**. A maximum of 5-7 lines per slide and about 5 words per line will improve the readability of your slide!

Testing: Is my font large enough? Open presentation on your PC, check it from 3m distance and see if the texts are readable.

3. Video

Generally, .mp4 and .wmv formats should work fine. A video embedded into Powerpoint and set to play automatically will streamline your presentation.

4. Sound

PC sounds can be played through the room's sound system.

5. Cables

All lecture rooms are equipped with HDMI cable. If your laptop does not support HDMI port, please bring a suitable adapter with you.

6. Testing

If you want to be sure that your presentation videos, special fonts or sounds work well, please send it to us for testing by 4.11.2021: svv.myynti@messukeskus.com

2. How to save and upload your presentation

Please save your presentation on the material server by Thursday 11th of November 2021

After this deadline the material server is closed, and all the materials are divided one-by-one to the seminar halls by our technician. After the deadline, you will not be able to save your materials on the server.

In case you miss the dead line, or you decide to edit your presentation after the deadline, please bring your presentation on a memory stick to the seminar room well before your own presentation so that we can upload it to the seminar rooms PC and test it. **Please do not send your presentation via email as we cannot ensure that we have time to read emails during the busy event day.** In the end of the event, all the presentations are deleted from the seminar room's laptops and from the material server.

PLEASE NOTE! The material server is an extra service that Messukeskus offers. The material server has been created because sometimes presentations saved on memory sticks do not work or memory stick is lost etc. By saving your presentation to our server, you have a backup in case there would be a problem. However, it is advisable to bring the presentation with you on a memory stick or on your laptop even though you have saved it to the material server.

Please save your presentation by the lecturer's name and the presentations name, i.e.
Jack_Smith_Presentation_title.pptx

3. Step-by-step instructions to save and upload your presentation

Please save your presentation on <http://materials.svv.fi/Login>. You can easily change the language to English on the top of the page.

Please choose the **Anonymous login** window on the bottom of the page. It does not enquire any passwords.

After logging in, please choose the right event folder Operatiiviset päivät 2021:

Tiedostonimi	Koko	Päivitetty	
Cyber Security Nordic	kansio	Aug 31 12:35	
Farmasia 2021	kansio	Sep 20 08:54	
Hammaslääkäripäivät 2021	kansio	Aug 20 15:24	
Kirjamessut 2021	kansio	Sep 15 10:52	
Matka Global Restart	kansio	Aug 12 11:06	
Operatiiviset päivät 2021	kansio	Sep 23 09:04	
Sairaanhoitajapäivät 2021	kansio	Sep 21 14:25	

Next open the file with the day of your presentation. If you have several presentations, please save each of them to the right place.

SVV Materials Aktiivinen käyttäjä: ANONYMOUS
Sep 23 at 09:27:55

Operatiiviset päivät 2021

- Suojattu yhteys
- Lataa tiedosto
- Kirjaudu ulos

Tiedostonimi	Koko	Päivitetty	
Ke_Wed_17.11.2021	kansio	Sep 23 09:26	
Pe_Fri_19.11.2021	kansio	Sep 23 09:27	
To_Thu_18.11.2021	kansio	Sep 23 09:27	

Choose right folder, folders names are same than room names:

The screenshot shows the SVV Materials interface. At the top, it says "Aktiivinen käyttäjä: ANONYMOUS Sep 23 at 09:52:56". Below that, there's a navigation bar with "Operatiiviset päivät 2021" and "Ke_Wed_17.11.2021". On the left, there are three buttons: "Suojattu yhteys", "Lataa tiedosto" (circled in red), and "Kirjaudu ulos". The main area displays a table of folders:

Tiedostonimi	Koko	Päivitetty
Tila_Room_101	kansio	Sep 23 09:49
Tila_Room_101ab	kansio	Sep 23 09:48
Tila_Room_101cd	kansio	Sep 23 09:48
Tila_Room_102	kansio	Sep 23 09:46
Tila_Room_103a	kansio	Sep 23 09:46
Tila_Room_204	kansio	Sep 23 09:47
Tila_Room_205	kansio	Sep 23 09:47
Tila_Room_206	kansio	Sep 23 09:46
Tila_Room_207	kansio	Sep 23 09:47
Tila_Room_208	kansio	Sep 23 09:46
Tila_Room_215	kansio	Sep 23 09:47

After selecting right room folder, upload your presentation through the buttons on the left (upload file)

The screenshot shows the file upload interface. On the left, there are three buttons: "Account Login", "Upload File(s)", and "Logout". The main area has a "Choose Files By Selecting" button, followed by "or" and "Drag files into this box for upload." Below that are "Cancel" and "Begin Upload" buttons. On the right, there is an "Updated" status box.

Select a file to be uploaded and press "Begin upload". After your file is saved, press Exit.

We are happy to assist you with any enquiries regarding the seminar room AV technology.

Welcome to the Operative Days 2021

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