

# AV instructions for speakers



## 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 17.11.2022: [svv.myynti@messukeskus.com](mailto: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.

SVV Materials

Language: English

**Account Login**

Username:

Password:

Log in

Remember me on this computer

**Account Login**

Public access to this server is also available. To continue without supplying a secure username and password, you may login anonymously.

Anonymous Login

After logging in, please choose the right event folder Operatiiviset päivät 2022:

The screenshot shows the SVV Materials interface. The top header displays "SVV Materials" and "Aktiivinen käyttäjä: ANONYMOUS May 6 at 13:19:23". On the left, there are three buttons: "Suojattu yhteys", "Lataa tiedosto", and "Kirjaudu ulos". The main area contains a table with the following data:

Tiedostonimi	Koko	Päivitetty
Messukeskus	kansio	Apr 28 14:16
NOJONEN CYBER SECURITY 12052022.pptx	49 KB	May 4 13:50
Operatiiviset päivät 2022	kansio	May 6 12:42
PacTec, FoodTec, PlastExpo Nordic 2022	kansio	Apr 22 16:25

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

The screenshot shows the SVV Materials interface with the folder "Operatiiviset päivät 2022" selected. The top header displays "SVV Materials" and "Aktiivinen käyttäjä: ANONYMOUS May 6 at 13:49:32". On the left, there are three buttons: "Suojattu yhteys", "Lataa tiedosto", and "Kirjaudu ulos". The main area contains a table with the following data:

Tiedostonimi	Koko	Päivitetty
Ke Wed 23.11.2022	kansio	May 6 13:37
Pe Fri 25.11.2022	kansio	May 6 13:48
To Thu 24.11.2022	kansio	May 6 13:43

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

The screenshot shows the 'SVV Materials' interface. At the top right, it indicates the active user is 'ANONYMOUS' and the time is 'May 6 at 13:51:42'. Below the header, there are navigation options for 'Operatiiviset päivät 2022' and 'Ke Wed 23.11.2022'. On the left side, there are three buttons: 'Suojattu yhteys', 'Lataa tiedosto', and 'Kirjaudu ulos'. The main area displays a table of folders with the following columns: 'Tiedostonimi', 'Koko', and 'Päivitetty'.

Tiedostonimi	Koko	Päivitetty
Tila Room 101 AB	kansio	May 6 13:35
Tila Room 101 ABCD	kansio	May 6 13:34
Tila Room 101 CD	kansio	May 6 13:36
Tila Room 102	kansio	May 6 13:35
Tila Room 204	kansio	May 6 13:36
Tila Room 205	kansio	May 6 13:37

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 contains a 'Choose Files By Selecting' button, followed by the text 'or Drag files into this box for upload.' Below this, there are two buttons: 'Cancel' and 'Begin Upload'. On the right, there is a section labeled 'Updated'.

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 2022

Suomen Videoviestintä SVV OY

Messuaukio 1, PL 21, 00521 Helsinki  
Myynti: 040 450 3258

Email: svv.myynti (at) messukeskus.com