

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 18.11.2022: svv.myynti@messukeskus.com

2. How to save and upload your presentation

Please save your presentation on the material server by Friday 18th of November 2022

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

3. Dropboxlinks for your presentations:

Keskiviikko/WEDNESDAY 23.11.

SALIT/LECTURE ROOMS

101 Yhteiskokouksen esitykset SKY ja SAY

<https://www.dropbox.com/request/QdoS5les0juByOmS4vwt>

101ab / Faltin -luento ja PLA ja ORT hybridisessio

<https://www.dropbox.com/request/5kUrvKzPoPetntFuoCCe>

101cd/ SAY

<https://www.dropbox.com/request/1u0RyrIW7NMs5loOybGj>

102 / VER

<https://www.dropbox.com/request/8kXy11eCMe8Yv6bjmgsV>

204 / SAY

<https://www.dropbox.com/request/vpHXxAclcbBOAKpxDczd>

206 / KÄS

<https://www.dropbox.com/request/jZsqSJ4RTrQ272A4UziN>

207 / SAY

<https://www.dropbox.com/request/Glf0XsdEBGpggzKwtv6v>

208 / GAS

<https://www.dropbox.com/request/M8K56uvkocOP96qfZeOP>

215/LEU

<https://www.dropbox.com/request/YlqFSrnFBcWy97X0WykW>

Torstai /Thursday 24.11.

SALIT/LECTURE ROOMS

101ab GAS

<https://www.dropbox.com/request/wmZf68Jbh813MEf5SigK>

101cd/SAY + ip SAY/VER

<https://www.dropbox.com/request/9p3yVgPDiL5PGyfSugpH>

102/SAY

<https://www.dropbox.com/request/4qKL0huOzTH8zRpyXRHT>

103a/TRAU

<https://www.dropbox.com/request/7f3slm4GT9PBITHHWyXX>

103b/KÄS + LAS ap ja LAS ip

<https://www.dropbox.com/request/lrs7EzBXwsDxhNOKOYih>

203/PLA

<https://www.dropbox.com/request/Wnv2VTWnfF2YyPwgsFrf>

204/SAY

<https://www.dropbox.com/request/8RqAJ26wG9D3nF1HPK9w>

205/SAY

<https://www.dropbox.com/request/VLMDBV9z8fyX2a6aAvjf>

206/KÄS ip

<https://www.dropbox.com/request/of9ftTzS8W5LKiOVxPDW>

207/THO

<https://www.dropbox.com/request/4JTVZpFML7yb84VuI9Z5>

208/URO

<https://www.dropbox.com/request/C3Kjlnxs2VAjwqCBefok>

209/ YLEISK

<https://www.dropbox.com/request/0NUDY99mtfllla92lbls>

215/NEU

<https://www.dropbox.com/request/ayShNX44IDAjg3tofCsp>

218/SAY UKG taitopajat

<https://www.dropbox.com/request/98MF9blFv6jY7VE6t9dD>

Perjantai/Friday 25.11

SALIT/LECTURE ROOMS

101ab/GAS, TRAU

<https://www.dropbox.com/request/t3t6rDVokr1GQ2TXxmW8>

101cd/SAY

<https://www.dropbox.com/request/HuyE3Nn0V6l2vm5V3OF4>

102/ VER

<https://www.dropbox.com/request/RkAI0R6UGG1Cgtk1evRH>

103a/YLE, GAS

<https://www.dropbox.com/request/UVcRUrX7fefQOzEI9yJr>

204/SAY

<https://www.dropbox.com/request/gbmBJX3CUoUnQbbhf072>

205/SAY

<https://www.dropbox.com/request/uDNi02FYfr8Dtovs8lg3>

206/RIN

<https://www.dropbox.com/request/Achd3Zrwf64g2bJNCisr209/URO>

<https://www.dropbox.com/request/pHGbAYjB1xB6doIXgRiR215/SKY>

<https://www.dropbox.com/request/WF1AU6hNAXJXpsxsmVCO218/SAY>

<https://www.dropbox.com/request/q4srdO24PQrWYHlpwuBP>

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

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