AV Information for your presentation

We would like to inform you that each meeting room will be equipped with a PC and a data projector for **PowerPoint presentations only**. You can review your presentation at the speakers’ service centre (SSC), where it must be handed in at least **2 hours before your lecture**, either via memory stick, USB hard drive disk or your own laptop with USB port.

Further details and hints for computer based projections:

1. **Preparation**
   - Store **ALL your files** in a unique folder (especially videos)
   - Colours: use light-coloured fonts for texts (white/yellow) on dark backgrounds or vice versa. A strong contrast is important for good legibility
   - Legibility check: step back 1.5 m from your computer, the text should be easily readable on presentation mode (if not, you are using a too small font!)

2. **How to transport your MS-PowerPoint file to the Speakers Service Centre (SSC)**
   - USB-Memory stick, on your own laptop with USB-port or USB Hard-Disk Drive

3. **In the Speakers’ Service Centre (SSC)**
   - Please come to the SSC at least two hours before your lecture
   - Highly experienced and skilled technicians will capture your presentation and store it on a server
   - You then check your presentation with the assistance of a technician
   - Technicians will help you with PowerPoint and will ensure that your changes are updated on the specific server

4. **In the lecture room**
   - Via network your presentation is made available in your lecture room, on a presentation computer operated by a technician
   - There will be **no possibility to connect your laptop at the lectern** in the lecture rooms
   - No overhead or slide projectors in the lecture rooms; no double projection
   - No change in presentation in the lecture room by the technician or the speaker
   - **Speakers are not allowed to use their own laptops**
5. Technical Specifications

- Please use an 16:9 aspect ratio
- Microsoft PowerPoint 2019 is recommended. Older Office version are supported but without guarantee of full functionality
- Presentations compiled on a Mac with Keynote must always be saved in PowerPoint format. No Mac computers are available for running your presentation
- Audio formats: audio files integrated in a PowerPoint such as mp3 and wav.
- Video formats: MP4, mov, wmv movies, integrated in a PowerPoint presentation, using among the following codec’s: H.264, Xvid MPEG-4, MPEG-2 / MPEG-1 / MPEG-4, Windows Media 12, Mov. Don't use Flash movies!
- Avoid animations and make sure video(s) play automatically when slide is displayed. If it's necessary make a second slide and start the movie automatically on this slide. Don't use hyperlinks to start the movies, don't use movies from the internet like youtube
- If movies and/or audio files are embedded in your presentation, make sure you bring the movie/audio files to the Speakers' Support Centre in case the files need to be converted

If you have technical questions, please contact info@congrex.com

Speakers' Service Center (SSC):
2nd Floor, Room Hongkong