

Notes for Presenters at Conferences in UL

Each of the Lecture Theatres have a PC with Windows 7 32bit.

Installed in that is Microsoft Office 2016, containing

- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft PowerPoint 2016
- Microsoft Access 2016
- Microsoft Outlook 2016
- Microsoft Publisher 2016
- Microsoft OneNote 2016

Internet Explorer is available for access to the Internet.

There is also a suite of Media Players installed

- Audacity
- KMPlayer
- Power DVD DX
- Real Player
- SWF & FLV Player
- VLC media player
- Windows Media Player

So one or more of the above should be able to play almost any media file type.

If you have media files as part of a PowerPoint presentation please make sure that if you link media files you bring them with you in the same folder as the PowerPoint file. When copying to the PC, make sure the media files also get copied over, and into the same folder as the PowerPoint file.

There is a CD/DVD R/W drive in all the PCs. Not all will handle Dual Layer DVDs so make sure they are 4.7GB. Also it is best if you close your CD/DVD when creating it, as it is possible a CD/DVD drive may be used temporarily to replace a faulty CD/DVD R/W drive. A CD/DVD which is not closed needs an R/W drive in order to be readable.

There are USB2 ports available, in all the PCs, and USB3 ports in some PCs. All USB3 devices will work on a USB2 port, just not as fast as they would on a USB3 port. The transfer speeds are limited to USB2 speed. There are no USBc ports Available.

The Lecture Theatres also contain a Projector, and the definition is pre-set on the PC to 1024x768. Going above this with some of the Projectors would mean the text in an image becoming progressively less clear. This is controlled from the PC that is installed in the room.

Sound is provided in most rooms via the amplifier/speaker in the projector. In some rooms there is a separate amplifier and speakers. So any audio played in the PC or Laptop will play out over whichever system is in the room.

In most Lecture Theatres there is also a VGA cable, and audio (3.5mm stereo jack) cable, available for a Laptop to connect to the projector. The controls on the PC can turn On/Off the Projector, and swap the Projector between the PC and Laptop inputs.

Some Lecture Theatres also have a HDMI cable for use with a Laptop, and in this case the control of the Projector will be via a Crestron Controller on the desktop of the podium, allowing for PC, Laptop via HDMI and Laptop via VGA+audio to be selected as inputs in the Projector.

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Some Lecture Theatres (but not all) also have a CAT5 cable RJ45 terminated available for Laptops so the internet is available for laptops in those rooms.

Many of the Lecture Theatres also have Wi-Fi for access to the internet by attendees. If it is something that is needed then you should state this when booking so we can try to accommodate you in a Wi-Fi enabled room.

With some newer Laptops the Jack Socket is a Headset rather than Headphones socket. This means that the Jack plug that goes into it is a four rather than the more normal three part jack plug. This means it combines the stereo audio and microphone in one four part Jack Plug. For best sound volume out of the laptop to the projector it would be wise to bring a "3.5mm 4Pin to 2x 3Pin 3.5mm Headset Splitter Adapter". It will work without the adapter, but because of mismatched impedances the volume could be lower than you would like.

MacBooks and MacBook Airls can also be connected to the Projector via the VGA+audio and HDMI cables used by Laptops in the Lecture Theatres. But the presenter will have to provide their own adapter e.g. Mini Display port to VGA adapter, or Mini Display port to HDMI adapter, or USBc to VGA adapter, or USBc to HDMI adapter, in order to connect properly. Please note that the audio out on a MacBook is generally weaker than on a Laptop so the volume on the MacBook may have to be turned up to the max to get reasonable volume.

Other devices such as Tablets (Android & Windows based), iPads, iPods, iPhones, Smart Phones, Microsoft Surface we do not currently support. But if you have the appropriate adapters it is possible they will work via the VGA+audio and HDMI cables provided for laptops. It is completely up to you, if you want to try. But please do not come assuming any of them will do so.

If the particular conference has a Presenters room then we recommend you bring your Presentation to that room as soon as you can after arrival so it can be tested to make sure it will behave as you expect. If you do and there is a problem you/we will (hopefully) have time to correct it.

Presentations can be brought on CD, DVD, Memory Stick, USB Hard Drive or SD card, provided you also bring a USB reader for the SD card.

Presentations can be accessed from the Internet on the PC provided in the Lecture Theatres. But as there is not necessarily a network cable available for Laptops in all Lecture Theatres the Internet may not be available for Laptops in all Lecture Theatres.

For use on the PC in the Lecture Theatre, the media must be Windows compatible, not Mac formatted. E.g. CD/DVD created in a Windows Computer; and the Memory Stick and USB Hard Drives formatted in a Windows PC. Microsoft Office files can have been created in a Mac (OSX) or PC (Windows), and as long as they are transported on Windows-PC formatted Memory Sticks and USB Hard Drives they will work in the Lecture Theatres. Please do not create a CD or DVD in a Mac, with OSX, with your presentation, as this will not be readable in a Windows PC.

For those who prefer there are flatbed acetate overhead projectors available. These are for transparent media, not books or notepads. Visualizers are not provided.

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