

AV Guidelines for Event Organisers

For events in the Auditorium and Rosalind Franklin Pavilion only

In advance

- Please share your meeting programme in advance via your Event Organiser. This is very helpful for planning and allows them to do things like programme the countdown timers on stage for each speaker (if this is something you have booked).
- It is incredibly useful to provide the technicians with a couple of printed agendas on the day for them to make notes.
- Please tell the technician when you have asked any remote speakers to join (we recommend 15 minutes before their slot), and for them to speak either first or last in a sessions.
- When programming your event, please consider break length. Technicians need enough time before each session to set up for the following session (as well as have a quick lunch, if it's a lunch break!)

Speakers and their presentations

- Share the 'Guidelines for Speakers' document with speakers as soon as possible.
- Remind speakers when they arrive that they should meet with our AV technicians at least 15 minutes before their talk session to test their slides, if not at the start of the day or even the day before if it is a multi-day event.

Microphones

- Nominate your mic runners (those in charge of moving the microphones around) in advance and let AV know who they are, so they can be briefed on the importance of getting it to the speaker, hand held technique, and how to use the boom poles (if booked). (If you don't have mic runners, you could consider hiring our Catchbox – a wireless microphone that delegates throw to each other – for a bit of fun.)
- Ensure the microphone handlers and audience members understand the importance of using the microphone and speaking directly into it, not only so those in the room can hear them but also for online participants and for the event recording (if this has been arranged). It is very useful for the Chair to remind people of this at the beginning of a Q&A session.

Lighting (Auditorium only)

- Remind everyone who will be on stage to make sure to stay within the area that is properly lit. It is important the cameras in the room can see them properly for the recording and online participants.