

AV Guidelines for Speakers

For events in the Auditorium and Rosalind Franklin Pavilion only

Presentation slides

- PDF is the best slide format if it contains no multimedia
- For presentations with multimedia, export as PowerPoint and embed all fonts (this will help to maintain formatting)
[Microsoft guide on how to embed fonts, for both windows and Mac.](#)
- If there are videos or audio files in your presentation, please bring these files separately as a back up

Before your session

- We strongly recommend everyone using slides comes to see one of the AV technicians at least 15 minutes before the start of their session block in order to review slides and address any potential issues. The start of the day, or the day before if it is a multi-day event, is even better!

Remember to let the AV technician know:

- if you have any video or audio clips in your presentation, so they can ensure they work as intended
- if you are planning to present off your own laptop
- IMPORTANT: if you have notes, you won't be able to scroll through or enlarge these on your screen automatically from your device – which you might expect – but the technician can do so manually for you, with advanced notice.

Microphones

Hand-help mics

- Please hold the microphone close to your mouth and speak directly into it to ensure clear audio for both in-person and online audiences.
- avoid wearing rattling jewellery as the noise will be picked up by the mic

Lapel microphones

If a lapel mic is appropriate, you will be mic'ed up by the technician.

- Please do not move it onto a different part of clothing, as it has been placed where it can capture your voice correctly.
- Be mindful of your outfit: Lapel mics have a belt pack (the battery) which needs to attach to a belt or be put in a pocket.
- At the end of the session, please don't remove it yourself, wait for the technician to do so.

Stage positioning (Auditorium only)

During your presentation, please make sure to stay within the area that is properly lit. If you stand in the shaded areas the people online will struggle to see you. We will have set the stage lights to as dim as possible.