

# User Guide for IT Presentation 2024 amended

## Equipment

If you intend doing an AV (audio visual) presentation, then please follow the instructions set out in this guide:

1. **You must you bring your own laptop to the festival.**
2. **A Windows Laptop would be preferable but Apple devices can be used.**  
**(\*WARNING: See below for further information)**
3. **You must assume full responsibility** for your machine, its software and the operation and delivery of your presentation. After all, it's your show! (WFB committee and volunteers are not able to help you other than to show you where the system connections are.)
4. **Someone in your band needs to take charge of operating the machine** during your performance even if this is simply starting and stopping it at the beginning and end of your performance. (We now allow ONE additional nonplaying personnel to do this -- see full rules for the conditions attached to this role).
5. **Please see the sheet below which identifies the equipment we provide in all of the halls.**

Why have we moved to this new system?

- lots more bands want to do AV presentations and we just don't have the people or the expertise to manage every band's AV needs.
- You know your own stuff – make sure it is all working before you get to TDMS!

**This next bit has been produced to help you get the best out of your AV presentation and to make it easier for everyone on the day:**

### Your device

By bringing your own kit you are not relying on the quality and operating system of someone else's equipment. Laptops have various specifications and work at different speeds, bringing your own you know what you are going to get. You are also bringing your own version of whatever presentation software you are using and not relying on someone else's which may not have all the facilities you need.

Your sound quality, graphic presentation and video quality are all determined by your device. Bringing your own device, you erase any issues of operating system. I.e. Android, Google, MAC or Win10/11

### Software

Most people use a version of PowerPoint, but other systems have their own versions. It doesn't matter. Some are more powerful than others. The band need to make sure that they have someone with deep knowledge of how it works in case of last-minute changes or

errors. They don't need to be non-players because once the band starts to play it's already too late to change anything.

## Connection

Normal size HDMI is the latest standard connection. We will expect this to be used by all devices. VGA will not work with the school system.

Many presentations have integrated sound and so HDMI would be the best connection to use and all manufacturers of quality laptops make sure this is a standard socket on their machines.

If you use a mini HDMI you may find having an adapter to convert to standard HDMI useful or needed.

## Design

Whatever software you are using, make sure that you are choosing the correct size of slide. Most projectors are now set to 16:9 ratio as most laptop screens and monitors are rectangular.

By using your own device timing between slides can be accurately adjusted and you know the timing is not going to change.

However, we recommend that you don't set long pauses by time but use a clicker, mouse or space-bar to activate moving forward.

Stick to two or three types of font and choose a font size that can be read 20 metres away.

Who says you have to have text! Imagery and quality graphics/video is impressive.

Don't be tempted to use lots of fancy transitions, it can distract, and you don't achieve the correct effect.

**NB: do not use any commercially made films as this will infringe copyright laws and will bankrupt WFB and your band paying off the fines. Any band using such will be automatically disqualified.**

## Presentation Techniques

Choose fonts carefully. Colour on fonts and backgrounds can cause reading issues. A light background with dark text in a clear font achieves what a purple background with green Victorian handwriting will never do.

Some presentations are displayed just above a band and so think about where on the presentation the text may be. We have seen pictures of Churchill at the top, listened to him

speaking with a key three word anecdote printed below with the bell of a Double bass in front of it and so is totally missed !!

If you are using video or sound files with the presentation, make sure they are INTEGRATED into the one file so that you don't suddenly lose a link during the presentation. (We've seen error messages suddenly appear!!) If you do need to use a link, think carefully how this is triggered, obviously an automatic trigger is best.

### **Practice** (really important!)

Of course you will test in rehearsals for timing and effect, but.....

Connect to a rectangular monitor so that you can set the laptop to do a duplicate presentation.

**\*If you are using an Apple device (Mactintosh Air for example) connecting to an external device is paramount to make sure that your system is able to project to a second screen. Some older operating systems do have issues, you must guarantee this works.**

Using Windows: You would be surprised how many people don't know how to do this e.g. Windows Key + P in Win10 and select Mirror.

If using a clicker use your own and let the compere/presenter use it. (or mouse etc). You might not be near the laptop so test the range. (A 5 GHz dongle is stronger than a 2.5 GHz)

### **Dos (and Don'ts)**

- Have more than one copy of the final presentation. (saved in a different folder – just in case)
- Make sure you have a power lead. (obvious, really!)
- If using a USB mouse, clicker etc. Make sure you have the little DONGLE USB and it's not left plugged in another device.
- Bring a clean USB with good size storage in case you need to transfer the presentation to another device. (just in case.....!)
- Make sure the Operating system, anti-virus, malware software etc. are all up to date.
- All files (including the presentation) should be stored in the same folder, for ease of transfer.
- Name the files and folders with short names, some links can be horrendously long!
- Have a copy of all linked files on the device so if there is corruption you have a second chance.
- If possible, use the root folder for the files, or one level down. Deep set folders can make links and quick access hard to follow and search for.

### **Don'ts**

- Don't have ANY other software running
- Don't bring a device with a dodgy battery, or battery connection.