



2<sup>nd</sup> – 4<sup>th</sup> June 2008



The innovation in **Kodak** health products

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## Carestream Health AV SERVICE

### Opening Times for the Carestream Health AV Service Centre:

Sunday	1 <sup>st</sup> June 2008	17.00hrs to 19.00hrs
Monday	2 <sup>nd</sup> June 2008	07.30hrs to 18.00hrs
Tuesday	3 <sup>rd</sup> June 2008	07.30hrs to 18.00hrs
Wednesday	4 <sup>th</sup> June 2008	07.30hrs to 16.00hrs

**\*\*35mm SLIDE, VIDEO TAPE and OHP PROJECTION\*\***

Please note - there will be NO FACILITIES provided in any of the lecture theatres for 35mm slide, video tape or overhead transparency projection

Presentations at the UKRC 2008 are only possible using

DATA PROJECTION

via a single data projector producing ONE image on the theatre screen

### SPEAKERS CHECKLIST

- Please read these AV instructions thoroughly.
- Ensure you check in with the AV Service Centre at least 1½ hours before the START of the session in which you are presenting
- Save your presentation on 3½ in. floppy disc, ZIP cartridge, CD-ROM disc or USB stick and bring a back-up.

The software versions available at this year's Congress are **Windows XP operating system and Microsoft Office 2007 Professional.**

**THE Carestream Health AV SERVICE CENTRE** at ICC will be located in **Executive Room 1** which is on the upper level of ICC. This will be clearly signposted from the Registration Area.

**ALL SPEAKERS** must report to the AV Service Centre at the earliest opportunity, but in any event NOT LATER than 1½ hours BEFORE YOUR SESSION IS DUE TO COMMENCE. If your session is first thing in the morning please aim to upload the presentation the evening before. Please do NOT ATTEMPT to hand your data media directly to the theatre technician, as this will be **refused** and you will be DIRECTED TO THE AV SERVICE CENTRE. Please, therefore, allow ADEQUATE TIME prior to your session.

**PLEASE NOTE IT WILL NOT BE POSSIBLE TO LOAD YOUR DATA PRESENTATION AFTER THE SESSION HAS STARTED.**

## FACILITIES IN THE Carestream Health AV SERVICE CENTRE

The following services will be provided:

- Staff to book in your presentation and offer advice and help if required.
- Dedicated PC's and technicians to review data presentations and identify/rectify any technical problems which may arise. HOWEVER, please prepare your images and rehearse your presentation PRIOR to arrival at the Congress venue, as we will not have sufficient resources in terms of time, computers and technicians to be monopolised for last-minute creation or changes of images.
- Technicians to download your presentation from your 3½" floppy disk, USB stick, CD-ROM disc for transmission to the lecture theatre in which you are giving your presentation. The software versions available at this event are Windows XP operating system and Microsoft Office 2007 Pro. Please ensure your media complies with this or earlier versions.

### Hints and Tips for PowerPoint Presentations

- Always set your "Page setup" to '**On Screen Show**'. Remember the projection screen will **not** be wide-screen.
- **Remove all timing** and set advance to '**on mouse click**'.
- **Remove all hidden slides** - they will use up valuable memory space on your media and on the lecture theatre computer
- Leave a blank area around the border of your slides of at least ½" when viewed on a 15" monitor to allow for cropping on the projection screen.
- Think about the length of your talk. Don't use slow builds and transitions if time is tight.

### **Image Legibility**

- Graphic or written tabular material must be of adequate size to be clearly visible to all delegates in the auditorium. In general, this should not exceed 6 lines of bold print. Another check is to stand back 10 times the size of the monitor and then read the image.
- Avoid over – complicated animation effects.
- Consider splitting large amounts of information over several images.

- Use text that has a high colour contrast from the background image, and use plain single colour backgrounds.
- Where possible, avoid using drop shadows. While these look good on computer monitors, they do not project very well.
- When you write your presentation to removable media, **try it on another computer to ensure all graphics, fonts etc. have been saved.**
- **Ensure presentations are saved as .ppt files** NOT shows or "pack & go" or any "zipped" format.
- Test your presentation by using the same controls you will use at the lectern.
- Pictures scanned at 300 - 400 dpi will be sufficient for projection purposes and will reduce your file size.
- **If you have embedded files** e.g. movies, graphics, fonts and sounds in your PowerPoint presentation, **ensure that you save them as separate files to your chosen media - do not assume they will be saved within the presentation file.**
- **Moving images should be saved as Mpeg type 1 files.** Other formats such as Quicktime, other Mpeg, AVI etc. cannot be guaranteed to work. There are now a wide number of video players and Codecs available which are not compatible with each other, **if in doubt try your presentation on a totally different PC e.g. at home**, as your IT department may have the same Codecs loaded on all your work PCs. **Always bring a laptop which you know your presentation works on as a back up, along with it's mains power adaptor.**
  - AVI's – the term AVI stands for Audio Video Interleave and is a generic term used by Microsoft when describing audio/video data stored on a PC. For each AVI there is an associated video codec, each identified by a unique Four Character Code (4CC). In order for any PC to be able to decode the AVI file, it must first have the required 4CC codec installed. In order to be confident that we can get your AVI's to work in your presentation, please bring along the required codec for your type of AVI, we will then install it on our PC's to ensure your Avis will run during your presentation. Please be aware of other formats such as QuickTime that do not routinely work in MS PowerPoint. In order to avoid problems with your videos, we suggest that to be sure your videos will work once transferred to another PC, you do exactly that. By transferring your presentation to a PC at home, you will be able to test if it works. Be cautious of transferring it to another PC in your hospital/surgery as they may well have been up-dated in conjunction with your original source PC. In any case, if possible bring a laptop which you know your presentation works on as a back up.

- If using an Apple computer to prepare your presentation, ensure you save it as a Windows PowerPoint presentation (e.g. with the .ppt suffix after the file name) onto a PC formatted media.
- Remember, transitions and backgrounds vary between different versions of PowerPoint and between operating systems e.g. Apple and Windows.
- Save all embedded files e.g. movies, graphics, fonts and sounds as separate files. Do not assume they are automatically saved in your presentation file.
- Please also ensure that you have removed all "advance automatically on timing" settings – these will cause your slides to automatically advance, maybe when you don't want them to.
- Please also be cautious if you have "rehearsed timings" – this will automatically record the amount of time you spend on each slide. Whilst you may stick to your timings and script in the comfort of your office, generally presenters will speak faster or slower during the real thing. In this case PowerPoint will be automatically advancing your slides on your previously rehearsed time scales. If you have done this, simply go to "Slide Transitions" in the "Slide Show" toolbar, and then de-select the "Advance Slide After..." option.

## **BACK-UP**

Please bring a back-up disc in case your presentation media becomes physically damaged or corrupted. Your disc will be retained in the AV Service Centre and should be collected after your presentation. You may also bring a laptop (with mains power adaptor) solely for use as a back-up.

## **IDENTIFICATION**

Please identify your presentation with your name and the title of your lecture - not just the name of the Congress or "Manchester Central". This will prevent any confusion in the AV Service Centre.

## **THEATRE FACILITIES FOR DATA PROJECTION**

- Each theatre will be provided with one data projector with a native resolution of 1024 x 768 pixels (XGA). This can also support SVGA (800 x 600 pixels) and SXGA (1280 x 1024 pixels) compressed resolution. A "show" PC computer and Technician will be located in the theatre control room or at the rear of the theatre.
- PowerPoint presentations will be controlled by the speaker from the front lectern using a normal two-button mouse with full mouse control. The mouse will be programmed as left click forward - right click previous.

- Laser (Green Spot) Screen Pointers will be provided in all theatres. Pointers can detract from, as well as add to, your performance. Our tip is to aim, switch on and after you have 'made your point' SWITCH OFF BEFORE moving it away from the screen. The minimum use of your Laser Pointer results in maximum attention when it is used. Avoid pointing it towards your audience.
- There will be a 15" TFT "Comfort" data monitor placed alongside the lectern in each theatre.

### SECURITY OF DATA CONTENT

The AV team will use reasonable effort to ensure no other person accesses the data given to them and will destroy local copies after the presentation.

Neither the Organisers, Carestream Health, nor Catalyst FSP Ltd will accept claims arising from the loss of, access to or corruption of, this data. The technicians will save the file under the speaker name, title of presentation, lecture theatre and time of presentation. Any late change of schedule will be dealt with automatically by the technicians.

### THE LECTURE THEATRES

Please introduce yourself to the Moderator before the start of your session.

**\*Presentations will adhere strictly to time.\*** The Session Chairmen will be equipped with timers and cue lights to use as they see fit.

### Platform Arrangements

Presentations will be made from a lectern located to the audience right (stage left).

### Microphones

The lectern will be equipped with a fixed microphone and a radio lapel microphone. The latter is essential if you turn away to look at the screen, e.g. when using the laser screen pointer. A steward will attach the lapel microphone - please ensure your clothing has somewhere to attach the clip (i.e. a lapel or tie) and a trouser/skirt band to locate the radio body-pack transmitter - we prefer not to put this in a pocket as the wire aerial needs to hang vertically to ensure optimum signal transmission. Please return your wireless lapel microphone to the steward as you leave the stage.

### FINALLY....

If you have any queries, please do not hesitate to contact us

We look forward, as in previous years, to extending a warm welcome to you in the Carestream Health AV Service Centre and offering you a cup of coffee while you check and download your media. We are here to help ensure you have a technically fault-free presentation!

**Graeme Craig**  
**Catalyst FSP**

**Tel +44 (0)1738 49 35 49**

**Email : [g.craig@catalystfsp.com](mailto:g.craig@catalystfsp.com)**