

## Audiovisual INFORMATION FOR YOUR PRESENTATION

### Important points in brief:

We would like to inform you that each meeting room will be equipped with a PC and a data projector for **PowerPoint presentations only**. You can review your presentation at the Speakers' Service Centre (SSC), where it must be handed in at least **one hour before your session**, either via USB stick or your own laptop.

### Further details and hints for computer-based projections:

#### 1. Preparation

- Store **ALL your files** in a unique folder (especially videos)
- Please use a 4:3 aspect ratio
- PowerPoint & Windows versions from 95 to XP and 2007 and 2010 may be used
- Make sure video(s) play automatically when slide is displayed
- Colours: use light-coloured fonts for texts (white/yellow) on dark backgrounds or vice versa. A strong contrast is important for good legibility
- Legibility check: step back 1.5 m from your computer, the text should be easily readable in presentation mode (if not, you are using too small a font!)

**IMPORTANT INFORMATION:** Though the facilities are used for the World Economic Forum, the projection screens are smaller than the cinema-like screens we have enjoyed in earlier Clay Conferences. Therefore please avoid displaying several diagrams on the same slide – the audience will be grateful!

#### 2. How to transport your MS-PowerPoint file to the Speakers' Service Centre (SSC)

- On USB stick or your own laptop with USB port.

#### 3. In the Speakers' Service Centre (SSC)

- Please make sure that your presentation has been handed over to the SSC at least **one hour** before your lecture!
- Hostesses will be happy to welcome you in a relaxed and friendly atmosphere to help you submit/finalise your presentation
- Highly experienced and skilled technicians will capture your presentation and store it on a server
- You can then check your presentation with the assistance of a technician
- Technicians will help you with PowerPoint and will ensure that your changes are updated on the dedicated server.

#### 4. In the lecture room

- Your presentation will be made available via the network in the relevant conference room on a presentation computer operated by a technician
- There will be **no possibility to connect your laptop at the lectern** in the conference rooms
- In the conference rooms, no change in the presentation can be made by the technician or the speaker