



GUIDANCE NOTES FOR AUDIO-VISUAL PRESENTATIONS 2019

FORMATTING -

- You are advised to bring your presentation on a USB memory stick, even if also bringing your own laptop. Where possible please send a copy of your presentation to jacqui.julier@new.ox.ac.uk by **Friday 12th April**. We can then ensure that it is loaded and working properly on the equipment here in advance.

CDs, DVDs, SOUND – *IMPORTANT*

- Please notify the conference organisers well in advance of the symposium if your presentation is on a CD or DVD, or if it features sound, so that the necessary equipment can be installed for you. We particularly need to know if we need to install microphones and audio from the laptop to the loudspeakers, as that is not dealt with by the IT staff, and we cannot guarantee getting it done on the day of your presentation.

APPLE MAC LAPTOPS and MATERIAL – *IMPORTANT*

- If your presentation was created on a MAC computer, it must be formatted as either “FAT32” or “MS-DOS” in order for it to be read by our PC laptops.
- If you are bringing your own MAC OS X laptop, you will need to bring an HDMI or VFA adaptor to connect it to the screen. If you do not, please advise us well in advance of the symposium, telling us the model number of your MAC so that we can provide the adaptor. We cannot guarantee getting it done on the day of your presentation.

INTERNET ACCESS –

- There is WIFI internet access in all meeting rooms and throughout most of the site. The password will be provided on arrival.

IT ASSISTANCE –

- A member of the IT staff will be available at certain times during the symposium for all IT needs, and on call for emergencies; to avoid the latter, however, please speak to the conference organisers in good time before your presentation if you need help.