



Information for presenters In the Main Hall at The Shoreham Centre

Issue 03

This information is for our presenters, to explain what we can offer to support your presentation, to ensure smooth running on the day. If there is any aspect that is of concern to you, or that needs more detail, please do let us know, otherwise we will assume that we have covered your needs for your presentation.

SUMMARY: Installed HD projector (1920x1080) with HDMI input
Choice of three radio microphone types

PROJECTING IMAGES

We have an HD projector mounted on the ceiling, and this is the preferred equipment for showing your images. It is a powerful projector to suit the size of the hall, and is already aligned to fill our large screen with its 1920 x 1080

image. We can of course project other image resolutions, but 1920 x 1080 fills the screen with a sharp, bright image.

Connection to the projector is via an **HDMI** cable. We can bring an HDMI cable to your equipment, so you don't need your own cable. HDMI is now the almost universal standard for connecting computers to projectors, and your laptop is almost certain to have an HDMI output. If however you have an older laptop with perhaps only a VGA connector, or is a Mac laptop with a DisplayPort or Thunderbolt connector, please let us know a few days in advance if you need us to provide an adaptor. This may help you identify your laptop /monitor connections:



HDMI



VGA



DisplayPort



Thunderbolt 1/2

Please tell us if you wish to play audio from your laptop (perhaps a soundtrack to a video), as we need to make consideration for that connection; this needs to be routed to the sound system rather than to the projector. We will discuss this with you as and when the need arises.




You may optionally use our own laptop, which has PowerPoint installed. In this case you would need to provide a .pptx file on a USB stick. Please let us know before the day.

MICROPHONES

We now have three radio microphone types for our presenters: one hand-held, and a belt pack connected to either a lapel microphone or a headset microphone. Radio microphones allow you freedom to move about the hall or stage without trailing cables. We will be controlling the microphone outputs from a mixing desk to the side of the stage, so should be able to provide the optimum output at all times, and fade down whenever required.

Ideally you will decide before your presentation whether you prefer the hand-held microphone, the lapel microphone, or the headset microphone, so that we can set up the radio channels appropriately. See next page for the options, and pros and cons of each.

Which microphone will suit you best?

	Type	Advantages	Disadvantages
	Hand-held (optionally mounted on a mic stand)	Can be held at a constant distance from your mouth, even when you turn your head.	Not hands-free (unless on a mic stand). You might inadvertently lower the microphone from your mouth, so your words may fade out if your arm gets tired!
	Lapel mic wired to belt pack	Not obtrusive, clips to lapel or collar. Good solution if you are not expecting to turn your head during your presentation (for example if you will always be looking towards the audience).	Distance between microphone and your mouth will vary as you turn your head, so some words may fade out. So not the best solution if you will be alternately looking at the screen behind you and then looking at the audience. User needs to take care with the wire between the mic and the belt pack.
	Headset mic wired to belt pack	Hands-free, always the right distance from your mouth. Optimal performance and convenience.	Some people may be uncomfortable wearing the headset. User needs to take care with the wire between the mic and the belt pack.

Sound issues sometimes encountered

Some members of your audience may be somewhat hard of hearing, and this isn't helped by echoes from the hard walls of the hall. We generally advise our presenters to speak slightly more slowly and carefully than they might in a more intimate setting.

Photographs

We like to take one or two photos of our presenters in action, to put on our website and/or in our Newsletter. If you are unhappy with this, then do please let us know at the event.

Your contact for any technical assistance:

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