

## **Information for Presenters**

The Conference & Venues team looks forward to welcoming you to The University of Manchester. We have created this document to help you prepare your presentation.

### **Standard Equipment in all of our venues**

Computers, data projectors and speakers are included in all classrooms and theatres, your conference organiser will be able to confirm if any additional equipment has been arranged.

### **Using your own laptop or Mac to connect to our projectors**

All of our venues have HDMI connections. If your device does not have a HDMI connection then please ensure you bring the relevant adapter with you to facilitate its use.

You will need to connect to the Wi-Fi if you need access to the internet. Wi-Fi Connectivity is excellent in most areas of the University of Manchester. Please speak to your organiser if you require Wi-Fi access for your presentation.

### **Computers supplied in our Venues**

All computers have a Windows 10 operating system along with Microsoft Office 2016. All computers have wired data connections.

### **Font**

Please ensure the font you use is compatible with Powerpoint 2016

### **Embedded Videos**

If you have embedded videos within your presentation we recommend you check these as soon as possible at the venue.

We recommend that embedded videos have are mp4

One of the most common reasons for videos refusing to play is because the video has not been copied over correctly from your own machine to your storage device. We suggest you save the slideshow as .pptx file as this embeds the video file permanently into the PowerPoint file. Saving the PowerPoint as a .pptx file will create a large file but only the size of all the embedded videos combined.

When copying your presentation to a memory stick it is imperative that you copy over the video file along with the PowerPoint presentation.

The most straight forward way to do this is to create a file on your memory stick that contains the main PowerPoint presentation and your videos. This file can then be copied over to the desktop on our PC's .

Please note. If your memory stick or storage device is encoded please ensure that it does not require the downloading of any encryption software to our machine in order to access the files stored on it. This cannot be facilitated at short notice due to the security measures installed on our computers.