



Presenter Best Practices – AV Checklist

On-Site Preparation:

Arrive 15-30 minutes early to your session room to test connectivity / compatibility of your equipment with the equipment in the room and internet (if necessary). This will also allow you to familiarize yourself with the equipment in the room and troubleshoot any issues with the AV Team.

Be sure to bring any adapters you typically use to connect your device to the projector or display (PC, Mac, Tablet, Mobile). All projectors have HDMI and VGA inputs (HDMI Preferable). Also remember to bring your devices power supply to your session room.

If you are connecting to an in-room computer, or presenting from a laptop other than your own, please be sure to check compatibility of your presentation with the source laptop well in advance of your session start. Presentations saved on older versions of PPT or Keynote can cause compatibility issues when opened on a different device.

Please engage your audio visual support team to fix any issues.

Audio Best Practices:

Presenters should always speak into the microphones. If you are an active presenter who frequently turns away from the mic to reference info, or walk away from the podium, consider requesting a wireless mic, or lavalier.

Speak at a natural and moderate rate of speech.

Remain 6-8 inches from the head of the microphone.

Please do not remove stationary microphones (wired) from their original placement. If plans have changed for presentation style (from podium, from head table, roaming lavalier, roaming wireless handheld mic, etc.) please notify the AES Planning Team of the session change.

Turn off cell phones around microphones or put on silent mode when possible

If utilizing a conference bridge, or webinar session, connect to conference Bridge / program 30 minutes in advance of call to ensure connectivity.

Please engage your audio visual support team to fix any issues.

Presentation Prep / Video Best Practices:

Collect all presentation components (movies, pictures, graphs, animations, sounds, etc) in one presentation folder on your computer (or thumb drive if using laptop stationed in room) to ensure your presentation will run on-site.

Use local files on your device when possible. If web access is required, be sure to test links / destination site in advance of presentation.

Backups: Always be sure to bring a backup of your presentation on a thumb drive or backup device.

Slide Preparation: Use large fonts. Suggestion of size 24 for body text and 36-40 point for headings. Use common fonts such as Arial, Times New Roman, Calibri, Book Antiqua, Garamond or Century Gothic. If using a special or custom font, be sure to download it to the source device.

Remember to minimize the amount of text and use contrasting colors to maximize clarity – avoid similar colors and red/green combinations.

To fill the entire screen with content please pay close attention to the aspect ratio of your presentation. All screens provided for the meeting utilize a 16:9 aspect ratio. To fill the screen, please format presentations in 16:9.

Acceptable file formats:

- Photos and Illustrations: .JPEG, .JPG, .PNG, .GIF
- Avoid large file sizes whenever possible
- Movies and videos: .MP4
- Be sure to save all video files in the same folder as your PowerPoint Presentation to ensure that they function properly.

Safe zone: leave the outermost edge of each slide margin free from content to ensure all information is viewable on the projector or display.

If you have any AV related issues, please connect with a nearby IMS Technology Services Technician to assist. Or contact IMS' On-site Management Team:

Joe Lombardi, IMS Senior Production Manager
610-462-1187 / jlombardi@imsts.com

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