

## Presenters Notes;

- There will be a laptop provided in each room.
- Please have your presentation on USB stick, individual laptops cannot be linked to the in-house AV.
- Presentations should be 16:10 for all presentations.
- Please liaise with the technician in your room before each session for pre-loading of presentations.
- Please load and quickly test all presentations at least 15 minutes before the sessions begin for example during coffee/lunch breaks and before sessions begin – this is to ensure that if there are any difficulties, there is time for the AV technicians to rectify the issues before sessions begin.
- Should you have any difficulties in the meeting rooms, please report this to the volunteer managing your room who in turn will contact an AV technician who will be available to assist you.

## Operating System

The operating system on all computers at the conference will be Windows 7 Professional and running Office 2013. All presentations should be in PowerPoint or some other presentation tool (example Prezi) that is compatible with this operating system.

If you are using a Mac to create your PowerPoint Presentation, this must be made in PowerPoint version 2010 or later. Please have your presentation on USB stick, if you have any difficulty loading this onto the laptop, please let the volunteer know to advise the technician that it was created on a Mac Computer.

Should your presentation contain embedded DVDs, **require sound**, live internet connection or any other audio or visual requirement, please [irene@keynotepco.ie](mailto:irene@keynotepco.ie) before Tuesday 7<sup>th</sup> May and she will put you in touch with the technicians directly.