

Malvern U3A Geology Group
Technical Presentation Guidelines for Speakers

In order to minimise any technical problems that might occur with presentations we offer the following suggestions and guidelines:

- If possible we would prefer to use our own laptop and projector. In this case the presentation should be on a memory stick with a USB 2 interface.
- If you plan to use your own laptop then it would be preferable for you to bring your own projector as well to ensure compatibility. If this is not possible then we suggest testing well ahead of the presentation to sort out any problems. This is particularly important when presentations include video or audio clips. While our projector has the normal VGA and HDMI interfaces experience has shown that some combinations of makes of laptops, projectors and software give problems.
- We suggest the use of the older .ppt format for PowerPoint [rather than the newer but less compatible .pptx format] if you intend using our laptop. We are also happy to simply show a series of image files from a folder as a 'slideshow'.
- Our meetings are held in a large room and so we project onto a wall to get an image at least 3m X 3m. This may be an issue if you bring your own projector in terms of image brightness and size. We suggest a minimum font size of 18, or better still 24 for all text.
- Photographic image file sizes should be not less than 500Kbytes (full screen) in order to give sufficient resolution.
- Whatever you decide to do please also bring your presentation on a USB stick as a back-up.
- We would like to offer all presenters the opportunity to ensure that there are no technical problems with their presentations. To do so, we would always welcome receiving a USB stick containing the presentation a few days before the date.
- If you plan to use an OHP and transparencies please let us know well ahead of the event as we will have to make special arrangements.