

# Notes for AirACES talks at the Chichester Park Hotel

2018

## Hotel Equipment:-

Video: NEC 230X data projector. Standard 15pin mini D VGA video connector + HDMI  
Audio: PEAVEY XR560 Power Mixer Amplifier

## AirACES Equipment:-

Audio: UHF Ch70 radio microphone (Chord) with Lapel, Headset and Stick microphones  
UHF Ch70 radio microphone (Sennheiser EW100 G3) with Lapel microphone  
Long lead with 3.5mm to 6.5mm jack plugs for laptop to amplifier  
Computer: Laptop with Windows XP and Microsoft Office 2003  
Netbook with Windows XP and Libre Open Office V4  
LaserPresenter with remote Up/Down for controlling PowerPoint show  
Video: VGA to DVI-I converter  
Apple lightning to VGA converter (for iPads)

## Scenarios

- ▶ Bringing all your own equipment
  - No problem here – we will have plenty of 13amp extension leads etc
  - Speakers often prefer to bring along their own laptop so they are familiar with its controls and can be sure the presentation will run as planned. Especially important if multimedia video presentations.
  
- ▶ Bringing your own Laptop/Notebook to use with our projector
  - The NEC projector connects to most non-Apple laptops.
  - We have connecting cables to go into the laptop VGA\_D15 output (fig\_A) and adapters (fig\_C) to allow them to go into the more modern DVI-I (fig\_B) output.
  - The NEC also has HDMI input for more modern laptops (this inputs video and audio and the projector then outputs the audio signal on its own 3.5mm jack)
  - Apple Mac notebooks often use mini-DVI output (fig\_D) as the notebooks are so thin they don't have the space for the standard connectors. Your Apple notebook should have been provided with a minDVI to DVI converter and you **MUST bring this along**.
  - Our LaserPresenter (fig\_G) has a laser pointer and plug in USB receiver for the PC to enable remote control of a powerpoint presentation.
  
- ▶ Bringing you own Laptop/Notebook to use with our sound system
  - If you wish to play movies with sound over our PA, the sound system plugs into the 3.5mm mini jack output (fig\_E) from the laptop. This is where you would plug in a headset to the laptop. We have long extension cables to connect into our sound system.
  
- ▶ Using our PA system and Microphones
  - We provide a top quality Sennheiser wireless lapel microphone. Even if you have a good voice we politely ask you to use this so everyone in the room can clearly hear the presentation.
  - We provide a wireless stick microphone for the chairman and people in the audience during the question & answer session.
  
- ▶ Using the AirACES laptop
  - We do have a backup laptop with Windows XP and Office 2003 installed. If you wish to make use of this (either as backup or main machine) then you must save your PowerPoint presentation in the compatible .PPT file format and bring it along on a USB memory stick. To do this on your PC/mac use the "SaveAs" option when saving the presentation, and then select from the dropdown menu "Powerpoint 97 – 2003 (.ppt) file". Alternatively you can "Package your presentation for CD/USB" which will save your presentation together with the appropriate Powerpoint Viewer and a little file PLAY.BAT to run the presentation. *See references <sup>12</sup> below for more information.*
  - If you are planning to use any other presentation format on our laptop please contact us in advance to make sure it will be compatible. I would warn you that there are many formats of video file (avi,

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<sup>1</sup> <http://office.microsoft.com/en-gb/powerpoint-help/cross-platform-powerpoint-compatibility-HA010287268.aspx> ~ {retrieved Jan2014}

<sup>2</sup> <http://www.slidecoaching.com/2010/12/prepare-usb-drive-presentation-emergency-toolkit/> {retrieved April 2016}