Joe Jordan's Presentation Requirements

AV Requirements (for large room presentations)

(1) - LCD Projector
(1) - Screen
(1) - Laptop or Computer (Must be able to easily run PowerPoint Presentation and Video in MP4 format)
(1) - AV staff member to help with switching between the PowerPoint and Video.
(2) – External Speakers

(1) – Lavaliere microphone
(1) – Wireless slide advancer

AV Requirements (for audiences under 50)

(1) - LCD Projector
(1) - Screen
(1) - Laptop or Computer (Must be able to easily run PowerPoint Presentation and Video (in MP4 format) from)
(2) – External Speakers
(1) – Wireless slide advancer
(1) AV staff member to switch between the PowerPoint and Video.

Instructions

1. Joe will be incorporating some videos into his presentation. We do not embed them into the PowerPoint presentation. We will send you the PowerPoint and video clips in MP4 format. We will send these to the meeting event planner using the online file sharing service DropBox. Please let us know if your company has a firewall in place that would prevent you from being able to use DropBox.

2. Joe's PowerPoint presentation and video clips, when received, should be saved onto the laptop or PC that will be used during the presentation—See loading instructions on the following page.

   Minimum PC Requirements: Windows XP or higher with a minimum 1GB RAM (2GB preferred) with ample hard drive memory, including sound card. Must have PowerPoint 2002 or higher.

3. The laptop should be tied into the room sound system (or plug in speakers suffice depending on the size of the room and audience). It is very important that the sound is checked and can be heard clearly throughout the meeting room.

4. An LCD projector should be connected to the laptop or computer.

5. Wireless slide advancer and lavaliere microphone should be available for Joe

6. External Speakers

   (A small external PC speaker kit is fine for rooms of less than 50 people)

7. Joe needs a small round table at the front of the room for him to place his things (glasses, etc.)

WARNINGS

☐ **Do not play the presentation from the DropBox folder. Once you receive the PowerPoint and video clips, make sure to download them to your desktop for the presentation.**

☐ **The slides and video clips MUST be tested utilizing all the equipment that will be used during thepresentation.**

<See next page for loading procedures>

Testing the Presentation:

Before playing the presentation, make sure your PC is set to 800x600 pixels (or higher depending on projection) for screen resolution. You may need to test several settings to remove screen distortions. Please make sure to turn off your screen saver. (These options are accessible by clicking the "Start" tab at the bottom of your screen, choose "Settings" – "Control Panel" – "Display", then choose the corresponding tab to make necessary adjustments.) see below for a screen shot:
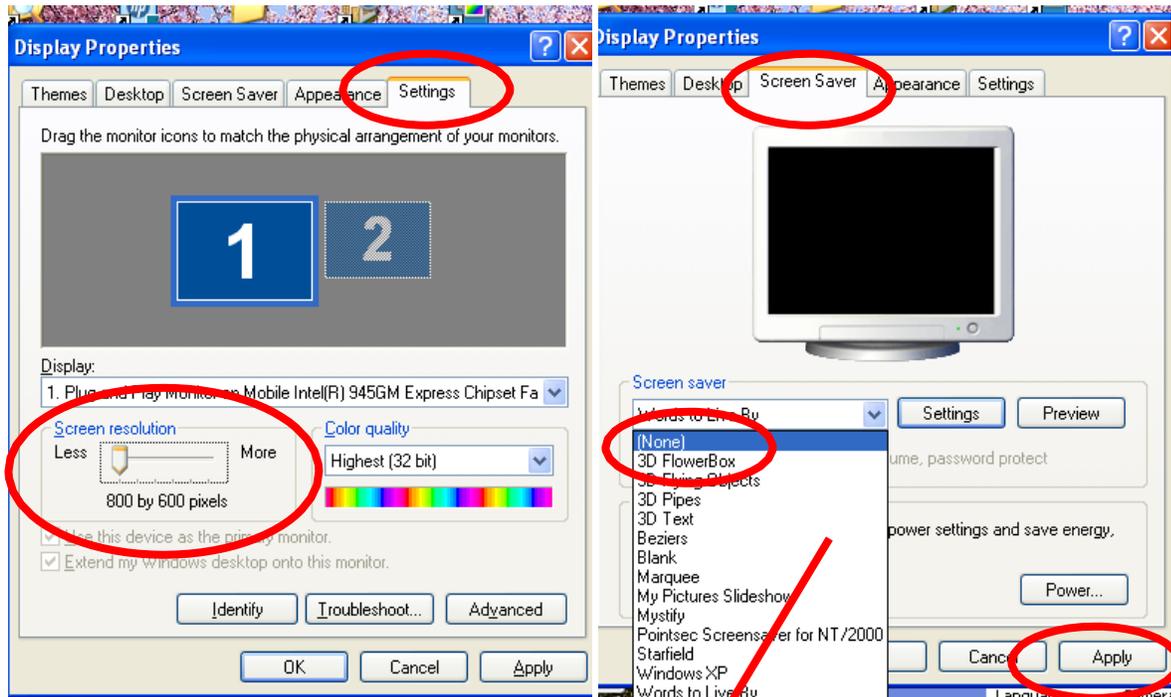
Step-by-Step

1. **Open the folder that you have placed on your desktop that contain the PowerPoint presentation and video clips.**

2. **Double click the file that is the PowerPoint slide presentation** (PowerPoint application should open automatically)

<Testing procedures continues on next page>

3. **Once opened, run the presentation in slideshow view mode**
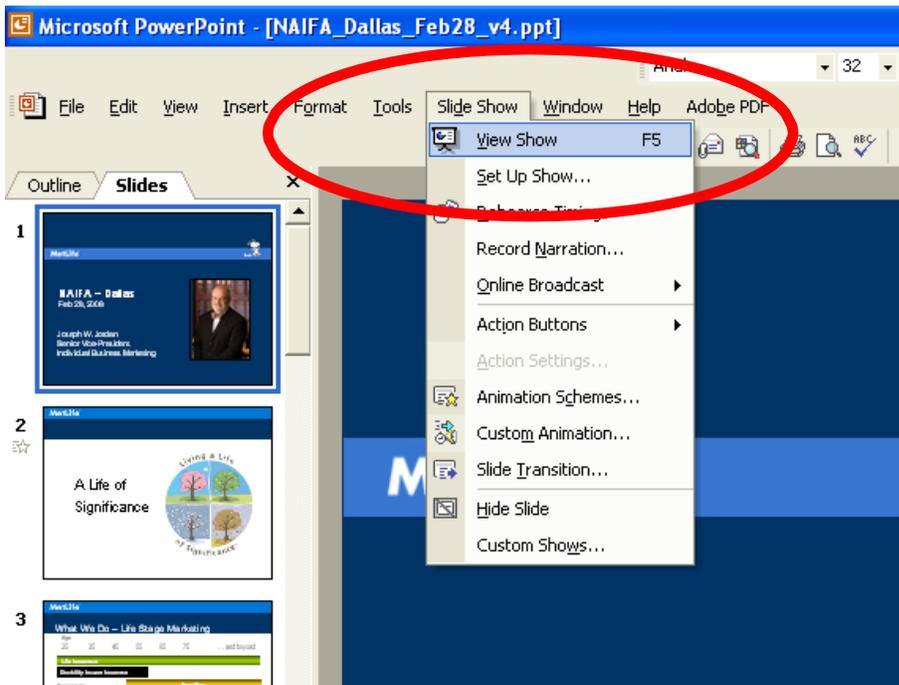
4. **Please run through the ENTIRE presentation.** Please be alert of slides with video names. They will be marked with a red movie player icon. The AV staff member will need to wait for Joe to verbally cue him that he wants to play the video.

5. **The videos should play with sound equipment.**

6. **Please confirm that the slides tested successfully.** Send email confirmation to Luke Messecar at Luke@IctusInitiative.com.

Special Instructions for Switching between PowerPoint and Video

An A/V professional will need to "toggle" between the PowerPoint presentation and the videos at the appropiate times throughout the presentation. Joe typically has 3 - 5 video clips that he will play. When he reaches the corresponding slides he will verbally ask the A/V professional to play the video clips. Once the clips is over, it needs to be switched back to the PowerPoint with control over the slides back to Joe.

1. Prior to the start of Joe Jordan's presentation, download the video clips onto your laptop and initiate Windows Media Player or any other video player program that you have available. Please make sure that NO OTHER programs are running on your laptop.

2. Once you have tested the videos, load the PowerPoint presentation and have it in view mode and ready for Joe to advance using a clicker. During his presentation, specific slides are cues to run the videos. These slides have a film projector symbol on them.

3. Joe will ask for you to play the video. To do so, hold down the 'Alt' key and press, but don't hold, the "tab" key to switch from the PowerPoint presentation to the DVD videos. Simply click the corresponding video screenshot that matches the PowerPoint slide displayed. At the end of the video, simply repeat to return to the presentation.

Press, but
don't hold

Hold