

## Instructions for the lecturers



### 1. The lecture hall's AV technology and the preparation of your presentation

The basic equipment of the exhibition center's lecture facilities includes a wireless internet connection, a microphone, a laptop, and either a big tv screen or a projector, and a white screen.

The laptops are equipped with a Windows 8.1 Enterprise and Microsoft Office Standard 2013 UK software, including for example the PowerPoint program.

**The aspect ratio is 16: 9.** The true resolution of the projectors is 1024 x 768 - 1920 x 1080 (XGA-HD) pixels depending on the data projector.

If for some reason you want to bring your own laptop to your presentation, please note that the interface cable is an HDMI cable. If you have another output than HDMI, please bring a suitable adapter with you (**especially MAC users**).

There is a mini plug-in cable for the PC sounds that is connected to the surround sound system of the lecturer hall (very basic though).

#### Photos and text readability in PowerPoint presentation:

- \* The text size of PowerPoint presentations should be at least 24 points to allow the text to be read from the last seats in the rooms. You can test the readability of your presentation: When viewing a 17 "monitor from at 3 meters, the text should be readable.
- \* Please use "basic fonts". Companies' design fonts do not work in the PowerPoint or Pdf view at the lecture halls.
- \* Please, do not use timings in your slides! From experience we can say that they seldom work. We have clickers in the seminar rooms, so if you would like to walk in front of the audience, it is possible.
- \* The images saved in the PowerPoint slides (scanned or digitally captured) with a high resolution will easily increase the presentation file's size slowing downloading and changing of the slides during your presentation. Please use image editing software to reduce the image size before adding them to your presentation.
- \* The maximum resolution of a full-screen digital image is 1024 x 768 to 1920 x 1080 pixels. This greater accuracy cannot be achieved. For resolutions in PowerPoint, usually 72 or 96 dpi is enough.
- \* We recommend to save images in PowerPoint presentations in JPEG, TIFF or PNG format.
- \* For more information about video presentations, see page 4 at the end of this guide.
- \* For more information, go to <http://www.powerpointbackgrounds.com/powerpointgraphics.htm>

## 2. Uploading your presentation on a server

**Presentations must be uploaded on the server no later than Mon October 12th, 2018 at 8am.**

After this time, the server closes, and the materials are distributed to the lecture rooms individually by our technician. After closing the server, you will no longer be able to upload your presentation to the server.

**If you are not able to upload your presentation in time, or you decide to revise it after downloading, please bring your presentation with you on an USB stick.** Please bring it to the lecture hall well in advance before the lecture in order to download the presentation to the lecture hall's laptop.

Please do not send your slides via e-mail before your lecture as we unfortunately cannot guarantee reading e-mails on a busy event day. The most secure way is to bring the presentation saved on a memory stick or on your own laptop to the lecture hall.

At the end of the day, all presentations will be removed from the lecture hall's laptop.

Note please! Even though the presentation has been uploaded to the server, you should always have the presentation with you on a memory stick or on your computer as backup. Our material server is an extra service that we offer to make your presentation available to us, in case your memory stick is damaged or lost.

**PLEASE SAVE THE UPLOADED PRESENTATION WITH THE NAME OF THE LECTURER AND THE NAME OF THE PRESENTATION, i.e John\_Smith\_The\_possibilities\_of\_wood.** Please upload your presentation to the correct folder, as it follows:

### 3. Step-by-step-instructions on uploading your presentation

Presentations are submitted in advance at <http://materials.svv.fi/Login>.

First, change the language to English.

Next: Select "Anonymous Login". You do not need passwords. When you have uploaded your file, it only appears to SVV technicians, no one else can get your file open including you. Therefore, please pay extra attention in uploading the correct presentation!

Language: English ▾

### Account Login

Username: svv  
Password: .....

Log In

Remember me on this computer

### Account Login

Public access to this server is also available. To continue without supplying a secure username and password, you may login anonymously.

Anonymous Login

Choose the right event: Operatiiviset päivät (Sorry, only in Finnish).

**SVV Materials** Aktiivinen käyttäjä: svv  
Apr 13 at 16:25:00

asiakasmatskut

Lataa tiedosto  
Uusi kansio  
Kirjautu ulos

Tiedostonimi	Koko	Päivitetty		
American car show 2018	kansio	Jan 3 10:21	↓	🗑️
Caverion, 26.03.2018	kansio	Mar 15 13:44	↓	🗑️
Elintarvikepäivät	kansio	Apr 5 14:37	↓	🗑️
Finnair 20.3.	kansio	Mar 17 17:47	↓	🗑️
Fiskars 14.3.	kansio	Mar 15 13:36	↓	🗑️
Labquality Days 2018	kansio	Feb 6 21:17	↓	🗑️
Lautasella 27.-28.4.2018	kansio	Apr 3 17:05	↓	🗑️
Operatiiviset päivät 2018	kansio	Apr 13 16:24	↓	🗑️
Oriola 19.3.	kansio	Mar 15 13:13	↓	🗑️
Orion yhtiökokous 2018	kansio	Mar 20 08:12	↓	🗑️
planex	kansio	Apr 12 11:17	↓	🗑️
Pulpaper, Wood, Pactec 29.-31.5.	kansio	Mar 9 10:27	↓	🗑️

Then, select the correct date (if one is inside the folder), after that the right place and upload your presentation. The upload button is on the left:

The image shows two screenshots of the SVV Materials web interface. The top screenshot shows the main interface with the breadcrumb 'Operatiiviset päivät 2018' and a table of folders for the week of April 14-16, 2018. The bottom screenshot shows the interface with the breadcrumb 'Keskiviikko 14.11.' and a table of folders for the week of April 13-15, 2018.

**SVV Materials** Aktiivinen käyttäjä: svv  
Apr 13 at 16:33:38

asiakasmatskut Operatiiviset päivät 2018

Lataa tiedosto  
Uusi kansio  
Kirjautu ulos

Tiedostonimi	Koko	Päivitetty
Keskiviikko 14.11.	kansio	Apr 13 16:28
Perjantai 16.11.	kansio	Apr 13 16:32
Torstai 15.11.	kansio	Apr 13 16:31

**SVV Materials** Aktiivinen käyttäjä: svv  
Apr 13 at 16:34:10

asiakasmatskut Operatiiviset päivät 2018 Keskiviikko 14.11.

Lataa tiedosto  
Uusi kansio  
Kirjautu ulos

Tiedostonimi	Koko	Päivitetty
Hallisali 4E	kansio	Apr 13 16:27
Hallisali 5A	kansio	Apr 13 16:26
Hallisali 5B	kansio	Apr 13 16:27
Sali 102	kansio	Apr 13 16:28
Sali 103A	kansio	Apr 13 16:27
Sali 103B	kansio	Apr 13 16:28
Sali 203	kansio	Apr 13 16:28
Sali 204-205	kansio	Apr 13 16:28
Sali 206	kansio	Apr 13 16:28

#### 4. Video

Video clips embedded in PowerPoint presentations must be recorded in MPG 1 or WMV format.

**It is important to remember to upload the video file SEPARATELY on the server as well.**

Note please! The QuickTime video software on the MAC-Office does not work in the PC Office PowerPoint software. Therefore, the QuickTime video must be converted to a MPG1 or WMV format.

If the video is displayed outside of the PowerPoint presentation, it can be a QuickTime video. However, it should be in QuickTime .mov file format H.264 (15 Mbps - 30Mbps) at 1080p resolution.

If you would like to have your video clip tested in advance, please send email by 26.10.2018 to: heidi.sonkkila@svv.fi

I'm happy to help you with any questions about the AV technology in the lecture halls.

Suomen Videoviestintä SVV Oy

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