



Millmead Centre Auditorium Audio-Visual System

Notes for outside organisations

The Millmead Auditorium has a well-equipped and integrated audio-visual system, capable of delivering high-quality presentations. Sound reinforcement infrastructure (including radio mics) is available to accommodate all meeting types from single presenter to panel discussion with audience participation. Sessions may be video-recorded onto DVD and/or audio-recorded onto CD or MP3 file. Wireless broadband Internet access is also available for laptop computers and other wireless devices. Additional services such as CD copying are available by special request.

Audio-visual requirements should be specified at the time of booking and will be delivered as a managed service. The system is not available for self-hire.

Facilities available from the PA desk at the rear of the auditorium:

- Live sound mixing
- Audio CD playback & record
- Audio cassette playback and record (by special arrangement only)
- Connection for iPod / MP3 player
- DVD playback & record
- VHS video playback
- Live digital TV (Freeview / DVB-T)
- High-quality video camera (for basic video-recording and/or projection of live images)
- PC-based presentations (e.g. MS PowerPoint) with on-platform remote control for presenter
- PC-based audio content (e.g. MP3, WMA, etc)
- PC-based video content (e.g. WMV, DivX, XviD, MPEG-2, etc)
- PC-based web content (project any web site, including any video or audio content)

Facilities available from the platform:

- Electrical power sockets
- VGA connection for laptop computer (PC or MAC)
- Laptop audio connection (3.5mm jack)
- Video camera connection (BNC / Phono Composite Video)
- VGA monitor displaying same image as projector
- Wired and wireless microphones
- Audio foldback monitors
- Wireless Internet Access

Notes for presenters

Presentations may be delivered from your own laptop computer or from the PC at the PA desk.

Own Laptop

Monitor Output

In order to connect to the Millmød Auditorium AV system your laptop must have a VGA connector as shown in Figure 1. If your computer has only a DVI output (Figure 1), you will need a DVI to VGA converter.



Figure 1: VGA and DVI connectors

Display Settings

To ensure sharp text and images you should adjust your display resolution to 1024 x 768. This is the native resolution of the projector and will ensure best quality. Figure 2 shows the Display Settings dialogue box for Microsoft Windows operating systems.

Audio Output

If your presentation includes sound, we can provide a cable to connect the headphone/line output from your laptop to our PA system.

PA Desk

The PC at the PA desk runs the Microsoft Windows XP Pro operating system and has the Microsoft Office 2003 suite installed. Microsoft PowerPoint presentations created with a later version of Microsoft Office should be saved as a 'PowerPoint 97 – 2003 presentation'. Presentations may be brought on a USB memory stick or CD.

Important note on font size

For black text on a white background, a minimum font size of 24 pt should be used. For white text on a dark blue background, a minimum font size of 20 pt should be used. This ensures that people at the back of the auditorium can read the text without straining their eyes.

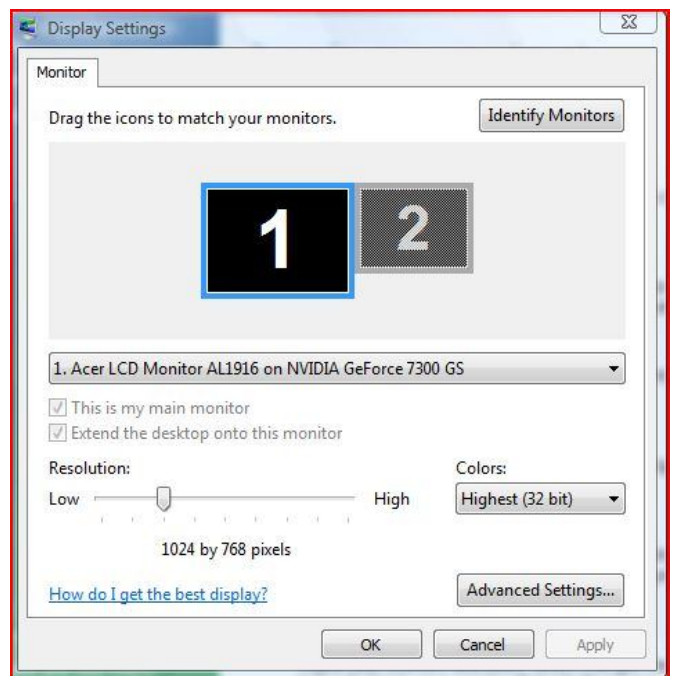


Figure 2: Windows Display Settings