SPEAKERS' PRESENTATION CENTRE POLICY

BRISBANE CONVENTION & EXHIBITION CENTRE

This service offers a total solution for presenters and event organisers including advice and assistance from experienced audio visual technical professionals and the very latest in presentation technology, all within the comfort and privacy of the Speakers' Centre complete with fully equipped networked preparation rooms, soundproof rehearsal room and welcome lounge. Speakers are offered a centralised, secure service, which facilitates the easy transfer of submissions to the conference venue server. To submit files speakers' can log in and submit large files securely and without experiencing transfer problems by taking advantage of the Centre's website storage capacity.

The Speakers' Presentation Centre provides a central point of contact for the conference organiser and presenter. Our friendly technical staff will be on hand throughout your event to manage this area. Your presenters will receive a warm welcome and rest easy, knowing their presentations have been checked well before they enter the conference room. The Speakers' Presentation Centre forms an integral part of our total conference presentation solution. We have found that this approach provides for the most professional and smooth-running conferences.

THE TOTAL SOLUTION

Each conference room can be supplied with a computer that is networked back to the Speakers' Presentation Centre. When presenters arrive they make their way to the Centre, located on the Mezzanine Level, where one of our technicians will assist them to transfer their PowerPoint presentation on to our network. Once the presentation is on our network, it may be reviewed on one of the computers within the Speakers' Presentation Centre. This review ensures that any unforeseen issues can be sorted out well before a speaker presents to an audience. Our technicians ensure that each presentation is sent to the appropriate conference room at the scheduled time.

WHAT TYPES OF COMPUTERS AND SOFTWARE ARE SUPPORTED?

As standard, the Speakers' Presentation Centres and conference rooms use the latest Microsoft Windows operating system and MS Office suite. Unless special arrangements are made well in advance of the conference, only limited Apple Mac support is provided. A Mac computer can be supplied providing notice is given in advance. In the larger rooms, we provide a desktop PC that is located with our technical operator at the back of the room. Our operator in the venue is responsible for ensuring that each presentation is displayed at the appropriate time, taking all responsibility away from an often already nervous presenter.

WHAT TYPE OF COMPUTERS DO WE HAVE IN THE SPEAKERS' PRESENTATION CENTRE?

We have a current inventory of desktops and laptops with the latest Microsoft Windows operating system and MS Office suite or presenters within the centre, with the ability to add many more if needed. The presentation master computer, which is manned by our support technicians, has Adobe creative suite giving us the ability to create PDF's upon request. They all come with an LCD monitor for easy viewing. These computers are updated regularly to ensure they are always equipped with latest service packs and patches.

CAN PRESENTERS REHEARSE PRIOR TO THEIR PRESENTATION?

Yes. We have a dedicated rehearsal room adjacent to the Speakers' Presentation Centre that can be utilised. A lectern and Speakers' table has been set up, lights are focused on the lectern so the speaker can rehearse in a live mode, all in the comfort of a sound proofed room.

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HOW DO PRESENTERS CONTROL THEIR PRESENTATIONS ON STAGE?

A fully integrated remote control system at the lectern is provided with mouse and keyboard. All clearly marked for the presenter's convenience and comfort.

DO PRESENTERS HAVE TO TURN AROUND AND LOOK AT THE LARGE SCREEN TO SEE WHERE THEY'RE UP TO?

No, we can provide a slim-line flat screen monitor adjacent to the lectern that displays an identical image to that on the large screen. The presenter can see exactly where they are up to at a glance. We also have the option of larger LCD panels on floor stands that can provide vision 'fold back' for a larger audience. Occasionally, in the smaller rooms only, you may choose not to have a technical operator present at all times. In these instances we provide a computer adjacent to the lectern that is also networked to our Speakers' Presentation Centre. In this case, the presenters operate the computer themselves. Our speaker support technicians ensure that all presentations are clearly marked and easy to access. Where an operator is not present in all rooms, it is essential to provide 'roaming' or 'floating' technicians who can oversee several smaller rooms and ensure all is operating correctly.

WHAT HAPPENS IF A PRESENTER MUST USE THEIR OWN COMPUTER?

All conference rooms can be provided with facilities to plug in a laptop at the lectern. When this occurs, one of our technicians will assist the presenter and will switch the large screen to the presenter's laptop when required. Conference organisers, where possible, should make us aware of these requirements well prior to the event. Presenters who must use their own computer should still visit the Speakers' Presentation Centre, so that this can be noted and the appropriate technical operators made aware.

IMPORTANT NOTES FOR CONFERENCE ORGANISERS

In order for everything to work as effectively as possible, it is imperative that ALL presenters visit the Speakers' Presentation Centre well prior to their scheduled presentation time. Presenters should be encouraged NOT to take their presentation directly to the conference room. This includes those who may be using a presentation medium other than PowerPoint. The speaker support technicians will make note of special requirements, and organise appropriate equipment. Where applicable, liaison with conference organisers as to provision of additional equipment may also be required. This procedure should be made clear to all presenters prior to the conference, as this avoids any confusion.

OTHER OPTIONS

PRESENTER'S LOUNGE

This is where your presenters can sit and relax prior to their presentation session. They can indulge in a free cup of tea or coffee in a comfortable lounge setting; all helping to make your presenter's visit a pleasant one. It should be noted that the tea and coffee making facilities are for the enjoyment of the presenters and not open for general delegates of the conference. We can provide technical facilities such as e-mail, facsimile, telephones and word processing. It should be noted that Internet, e-mail, and word processing facilities are NOT provided on the speakers' presentation computers.

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PRINTING FACILITIES

We have a small printer for the use of the presenters. It must be noted that this is for the exclusive use of the presenters and any large-scale printing will have to be organised through the main reception desk. Anything over 500 pages will be charged at 10c a page.

OTHER INFORMATION

APPLICABLE CHARGES

Applicable charges for the standard Speakers' Presentation Centre are labour costs for the technicians plus hire charges for certain parts of the computer system and networking to all meeting rooms. All charges will be detailed in your Audio Visual quote, and may vary depending on the size of the conference. The computer network infrastructure within the Speakers' Presentation Centre is provided free of charge. Regarding labour charges, there is a minimum requirement that at least one of our experienced technicians be present in the Speakers' Presentation Centre for the duration of your event. Usually the Speakers' Presentation Centre would be required at least an hour prior to the first session until an hour after the last, each day.

INTERNET ACCESS

We are able to provide a variety of Internet access options, independent of the speakers' presentation network. Please discuss these options with your Audio Visual Project Manager.

If you require further clarification, please do not hesitate to contact your Audio Visual Project Manager. All details of your Speakers' Presentation Centre and conference audio/visual will be specified in your audio visual quote.

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