

Audio Video Presentation Guide

1. Introduction

This guide is primarily focussed on the setting up and operation of the Alpha Toastmasters Club Audio Visual (AV) equipment for a Toastmasters presentation. Although the guide also includes some basic principles for effective presentations, it is recommended that members read the appropriate Toastmasters documents and other sources of information to develop their presentation techniques.

2. The Presentation

Presentations are primarily given to educate others. Examples of where presentations are often given include:

- Leaders providing information to staff
- Facilitators running meetings and workshops
- Teachers providing training on various subjects

It is important to understand that the presentation techniques of the person giving the presentation are critical. Although presentation aids such as PowerPoint presentations given on audio-visual equipment must be well developed, it is the presenter him or herself who will be responsible for a successful presentation. Remember that the PowerPoint slides are not the presentation.

3. PowerPoint Presentation Layout

As the primary function of the presentation is to help in the transfer of some form of knowledge to an audience it is essential for the PowerPoint presentation to be effective and support the overall presentation. Suggestions on the slide layout for effective presentations follow:

- Minimise the number of points per slide
- If possible use pictures rather than dot points
- Dot points are best where lists are required such as in the agenda slide
- Dot points should be very short – usually just a few words

4. Your PowerPoint Presentation

Most AV presentations are given using Microsoft PowerPoint or Apple Keynote.

Members can use their own laptops and connect it to the Club's data projector for their presentation.

5. The Audio Visual Equipment

The Alpha Toastmasters Club owns sufficient equipment for members to give a presentation at Club meetings. The equipment should be checked against the following equipment list well in advance of giving the presentation to ensure nothing is missing.

5.1. Equipment List

- Members' own laptop computer
- Members' own laptop power supply
- Data projector
- Data projector power lead
- VGA cable
- Remote control
- Multi outlet power box
- Extension leads

More detail on the major items of equipment are given below.

5.2. The Data Projector

Alpha's data projector is an Epsom.



Figure 1 The Epsom Data Projector

VGA Cable

The computer is connected to the data projector with a VGA cable. This cable communicates the information from the computer to the data projector.



Figure 2 VGA Cable

Remote Control



Figure 3 Remote Control

6. Setting Up Equipment

6.1. Setting Up Major Equipment

The AV equipment will normally be set up for you. It is essential for you to advise the Sergeant at Arms of your need for equipment to ensure it is available on the night of your presentation.

The following diagram illustrates the basic set up of the major equipment.

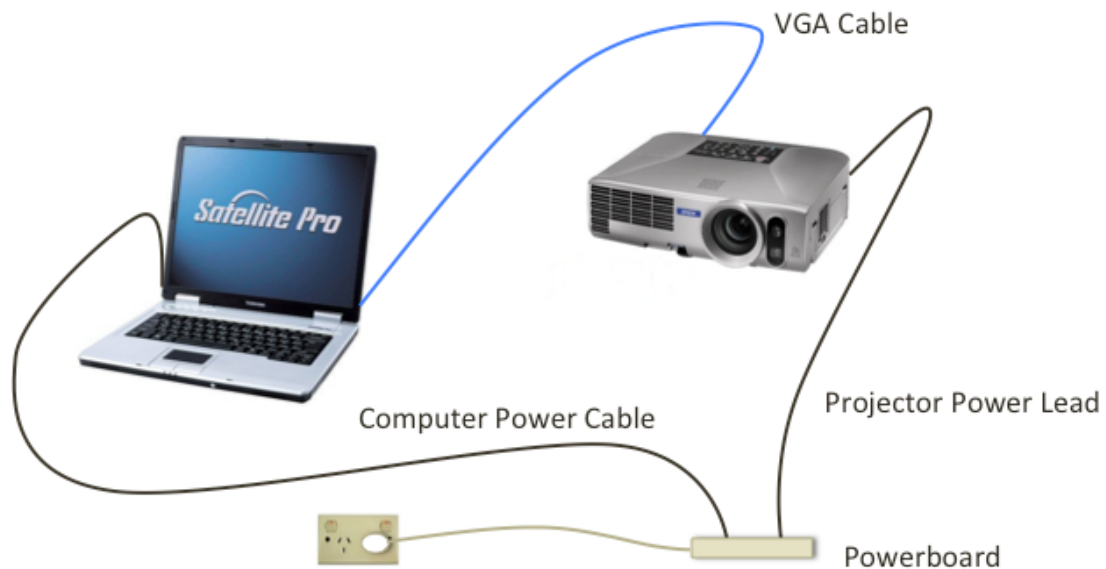


Figure 4 Setup of Major Equipment

6.2. Setting Up Remote Control

The remote control has two components – the remote control itself and a USB flash drive, which is inserted, in the top of the remote.

Remove the USB drive from the remote and insert it in a spare USB socket in the laptop.

Be sure to turn the remote on before starting your presentation.



Figure 5 Removal of USB

Flash Drive from Remote

7. Operation of Audio Visual Equipment

After connecting all equipment:

1. Turn on power board
2. Turn on the projector
3. Turn on the laptop
4. Press Function + F5 until image appears on the computer and projection screens
5. Start your PowerPoint presentation
6. Navigate your presentation using the Remote Control

The function of each of the switches and buttons on the Remote is outlined in the following figure.

- Remote Control

- Check batteries OK
- Turn on
- Launch slide show
- Black screen on/off
- Slide show backward
- Slide show forward
- Laser pointer button



Figure 6

Control Switch and Button Functions

Remote

8. Giving a Presentation Using an Apple Computer

As some members own Apple laptops, the following outlines the procedure needed to use Apple machines.

The use of Apple computers with the Club's AV equipment requires an additional lead to connect the Apple computer to the data projector – this is known as a Mini DisplayPort to VGA Adaptor and is available from the Sergeant at Arms (see figure 7)



Figure 7 Mini DisplayPort to VGA Adaptor

The procedure to set up the equipment for the presentation follows:

1. Make sure the data projector is switched on and “computer input” is selected.
2. Connect the Mini DisplayPort to VGA Adaptor to the computer and then to the VGA cable.
3. Go to the Apple menu on the laptop and select “System Preferences”
4. In System Preferences open the “Displays” panel.
5. In the display panel click the “Arrangement” tab and then click “Mirror Displays” - this will result in the desktop being shown on the computer and the data projector.