The Scoop on Audio-Visual Details for
Boulder Rotary Club Program Presenters

The Meeting Management Committee is delighted to help you and the Program Committee with your presentation! We look forward to meeting you on the day you speak.

There are typically 100-150 people at Boulder Rotary Club meetings. To make sure all can see and hear, we set up our own video camera, projector and projection screen, audio equipment, and laptop computer.

Audio-visual is controlled on a minute-to-minute basis by the Meeting Management Committee. If there is any problem, please ask for help and we will be there on the double!

If someone will assist you with your A/V, PLEASE GIVE THEM THIS INFO SHEET.

1. Your Presentation.

Because different versions of software and operating system play heck with formatting, your presentation will work best in PDF or PPTX format. If you will be using a PPT format, we can show that as well; however, we've found small formatting differences that may cause problems. In order to minimize any day-of issues, please send your presentation to Rotary@RoyceArbour.com by the Wednesday before your presentation. If you are able to attach it to an email, great. If not, please consider uploading it to DropBox (directions can be found here if you are unfamiliar with DropBox) and sending a link to Rotary@RoyceArbour.com.

Please help by doing the following in the PowerPoint or PDF show that you create:

1. Put a blank slide or a "Questions?" slide at the end of your show so it does not automatically "escape" from the presentation. With this added slide, it will be easy to refer back to slides in your presentation during the Q&A session.
2. In Show Set Up, select "Presented by a speaker (full screen)".

Also, to ensure that we have the right software, please let us know in advance if your presentation has accompanying sound or video. We are generally able to use QuickTime Player, Microsoft Silverlight, and iOS applications. If you hope to use a CD or DVD, please let us know so we can make the proper arrangements.

If you are unable to send your presentation to us before the day that you are presenting, please show up no later than 11:30 a.m. on the day of your presentation so we can test the audio and visual components of your presentation before the majority of our Club members arrive. We prefer showing presentations from our laptop(s), transferred via our flash drive, rather than trying to learn how to use your computer at the last minute.

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2. Presenting.

You will be 30 feet away from the laptop when you speak. We have a remote control for your use. Please feel free to bring your own if you are more comfortable with it. We can also advance the show for you.

We cannot show carousel slides or VCRs. If you are hoping to use one or the other of these devices, please get in touch promptly.

3. Microphones.

Let us manage sound at the control panel. Turning off power at the mic means we have to run up to the stage and reset things.

You can use a microphone in a holder on the lectern. If you will move around, choose a headset microphone, a lavaliere, or remove the handheld microphone from the lectern.

The headset mic allows you to be heard no matter which way you turn your head. It fits around the back of your head and will not muss your hair.

The tiny lavaliere mic clips on your lapel. Its transmission pak clips on your belt/waistband or goes in a pocket. There is a thin wire from lapel to transmission pak, which is easy to hide with clothing. We will help you put it on and take it off.

All of our handheld microphones are wireless so you can move around easily.

4. Laser pointer.

Use a laser pointer on the screen to your left to direct people's attention. For about $6, you can get a laser pointer at McGuckin Hardware. We have one in our AV cart, so please ask if you would like to borrow it.

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Please let us know of any other needs when your presentation date is confirmed. We will do our very best to help. Many thanks from the Boulder Rotary Club Meeting Management Committee!

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