

Things to know about the A/V and Tech Scribes

1. On Day -1 (Wednesday Night) or Day 0 (Thursday):

- a. Come to the A/V table so you can practice your presentation with the microphone. Only those in SDM3 had that luxury.

We know that you know your presentation forward, backward, and upside down but we need to see it run through the system so we know it works.

If you do not do this, the following can and always will happen (trust us... it will happen):

- i. Presentation mode can be totally different from just scrolling through your presentation at home.
- ii. You will have automation you did not expect due to presentation mode.
- iii. Your slides do not flow how you want them due to presentation mode.
- iv. Your videos or sound will not work (remember the Titan video on SDM2 were we had to voice over? See it "will happen").
- v. You will get feedback that hurts. Not the kind you are used to, but loud and ear shrieking feedback.
- vi. You will forget there is a confidence monitor (look forward it will appear)

2. Before your presentation:

- a. Get setup with your microphone at the A/V table. Once set please leave them alone.
- b. Obtain the clicker (presentation remote) which you will be using at the A/V table.
- c. Do not blow into the microphones, pound on, tap it on something (not even your head), or drop them.

If we forget to power them up, just give us one of those "**HELLO**" looks to wake us up.

- d. Your presentation will start automatically. If you do not see the Introduction screen then clicking the clicker will not work. We have 3 presentation computers and will switch to yours after your introduction. If we forget to switch to your presentation screen, again.... just give us one of those "**HELLO**" looks to wake us up.

3. During your presentation:

- a. Do not yell or try to compensate for how you think people hear you. You will be fooled as the speakers do more than you think. We will adjust your levels for you.
- b. Please try to stay at least 4-5 feet away from the speakers as we would prefer not to get the feedback which is hard on the ears. Harder than some we have already received 😊
- c. Remember you have a confidence monitor in front of you which will mirror what is on the screen.
- d. There is no need to point the clicker (presentation remote) at the screen, monitor, projector, or the A/V table as they can pick up from 50 feet away.
- e. You have a laser pointer in the clickers which we will show you.
- f. Do not turn off the clickers when you are done as the next person will not know how to turn it back on.
- g. The microphones will have RED or GREEN tape on them. Please do not cover that up with anything since the Tech Scribes use that to determine which microphone to control. When we can't see the tape, we play a shell game and at our age... well... we lose and your microphone will be off when you need it on.

4. Once your presentation is over:

- a. Your microphone will be shutdown remotely so people don't hear you say "Thank god that is over" or other comments.
- b. Scoot over to the A/V table to have your microphone removed (please let us remove it for you).
- c. Return your clicker (presentation remote) which you were using and at the same time we remove your microphone.
Please do not lay it on the table, present it to the Tech Scribe who is removing your microphone.
- d. The longer you take to get your equipment removed from you, the longer it will take for the next presenter to start. We do not always have a break between the presentations.

5. Roaming handheld microphones

- a. If your presentation requires a roaming microphone for the participants, the assistant Tech Scribe will move around the floor to them with the microphone.
- b. If you require a roaming microphone in your hands one will be provided to you at the A/V table prior to your presentation.
 - i. We will turn on and off the handheld microphones remotely, so please do not do the following to see if it is working:
 1. Push, flip, or turn any switches and/or dials.
 2. Blow into the microphones.
 3. Pound on the microphone.
 4. Tap the microphone on:
 - a. Your hand.
 - b. The table.
 - c. Your head
 - d. Someone else's head.

6. All microphones are controlled at the A/V table. This means:

- a. We will power them up and down remotely for you so you do not need to push buttons, turn knobs or flip switches to adjust them.
- b. We will control the volume which the microphones are set during your presentations.
- c. If required we will adjust the sound levels during your presentation based on your location and voice patterns.
- d. The microphones are color coded with RED and GREEN tape so we know which to turn on or off at all times.

– While you already look excellent with your presentations, it can really look bad for everyone if A/V messes up. So Help us Help you.

This does not mean we will not have challenges... these are computers, electronics, batteries, and humans when all combined can make one volatile combination.