<u>Information for Presenters</u>
(Campus Venues)

The Conference & Venues department looks forward to welcoming you to The University of Manchester.
We hope the following information is helpful to you in preparing your presentation:-

Standard equipment in all of our venues

Data projectors and speakers are included in all meeting rooms, your conference organiser will be able to confirm what additional equipment has been arranged.

Presentation Remotes (Clickers)

Please note that these devices are not provided as standard at our venues. If you require a remote clicker then please advise your conference organiser prior to arrival so that this can be arranged. If you are bringing your own clicker please note that if 'driver software' needs to be installed on our machines then this may not be possible at short notice.

Using your own laptop or Mac to connect to our projectors

Please note that all of our venues support VGA connections whilst some of our rooms that have been recently upgraded to also support a HDMI connection. If your device does not have a VGA connection then please ensure that you bring the relevant adaptor with you to facilitate its use.

Computers supplied in our venues

All our computers have a Windows 7 operating system along with Microsoft Office Professional Plus 2010. Please note that preparing your presentation in a newer version of Microsoft Office may cause compatibility issues when it comes to uploading your presentation on to our PC's. We would recommend   that your presentation is compatible with Microsoft Office 2010.

All computers have wired data connections for access to the Internet etc

Embedded videos

If you have embedded videos within your presentation we would recommend you check these as soon as possible at the venue. The two most common reasons for video refusing to play are as follows;

- **The embedded video is trying to use software that is not supported on our machines**. Please note that our machines do not have 'QuickTime' installed and as such will not support videos that have the **.mov** or **.mp4** file extension. Please ensure that all embedded videos have either the **.avi** or **.wmv** file extension.

- **The embedded video has not been copied over correctly from your own machine to your storage device**.. When copying your presentation to a memory stick it is imperative that you copy over the video file along with the PowerPoint presentation. The most straightforward way to do this is to create a file on your memory stick that contains the main PowerPoint presentation and your videos. This file can then be copied over to the desktop on our PC's

- **Please Note**. If your memory stick or storage device is encoded please ensure that it does not require the downloading of any encryption software to our machine in order to access the files stored on it. This cannot be facilitated at short notice due to the security measures installed on our computers.

Wifi Connectivity

Wifi connectivity is excellent in most areas of The University of Manchester. Please note that, if requested in advance, your conference organiser will be able to provide you with a unique username and password which will enable connection. In order to connect to our wifi please follow the instructions below

1. Ensure that wifi is enabled on your device.
2. Search for available networks and connect to 'UoM wifi'
3. Once connected open up your preferred web browser i.e. Internet Explorer/Google Chrome
4. You should now be redirected to a holding page
5. Click on the small tick box at the top left of the screen that states that you agree to the 'Acceptable Use Policy'
6. Agreeing to the 'Acceptable Use Policy' will create a drop down box where you can enter your unique username and password.
7. You will now be connected to the UoM wifi network.

Please note, both the username and password are case sensitive and must be entered in full. Also after 10 minutes of inactivity you will be automatically logged out.