HOD Library- Special Events Tech Menu

*All requests, layouts, media, and run of show need to be finalized and delivered to A/V department **72 hours** before your events start time. Testing of Media received after this **72-hour** period is not guaranteed and you run the risk of not having time to make corrections and may be subject to a penalty fee. No further changes can happen once the event has started.*

Audio:

Speakers:

Tannoy Wall Mounted Speakers

Microphones:

2-Shure-Handheld Wireless Microphones
40's House Music available.

Video: "Widescreen". 16:9 Aspect Ratio

LED Screen:

Resolution for PPT Presentation, images, and video set to 16:9 Aspect Ratio.
Acceptable computer file formats: JPEG, PNG (for logos) MP4, H.264 (for Video).
Client Laptop needs to be HDMI compatible. Laptop connection available at room entrance.
Acceptable computer file formats: JPEG, Bitmap, WMV, QuickTime (MP3 + MP4), and DVD
Internet connectivity is available through museum Wi-Fi and Ethernet.

Any Video that's part of a presentation should be embedded into the PPT as an MP4, H.264 file. Make sure that when you send the PPT you also send the video.

Any looping PowerPoint's will need the loop engaged with your designated time between slide movement set "for all slides"

Aver Teleconferencing System: Computer is setup with Zoom, GoToMeeting, and Skype applications only. Client must provide all login credentials. Can only be used with Museum Computer.

Lighting:

5 presets available within the room.

Please note that The National WWII Museum does not provide extension cords, power strips, flip-charts, white boards, dry erasers or writing implements for meeting and events