

## HOD Auditorium- Special Events Tech Menu

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### Pre-Event Requirements:

- All media, layout requests, and run-of-show documents must be finalized and submitted to the AV department no later than 72 hours prior to the start of your event.
- Media received post this deadline may not be adequately tested, potentially leading to unaddressed issues and may incur a penalty fee.
- No alterations can be made once the event is in progress.

**Equipment Provision Disclaimer:** The National WWII Museum does not supply the following items for meetings and events: extension cords, power strips, flip-charts, white boards, dry erasers, or writing implements.

### Audio Components:

- **Speakers:** Yamaha ceiling speakers
- **Microphones:**
  - (2) Shure Handheld Wireless Microphones
  - (2) Shure Wired Microphones
- **Audio Playback Connections:** An 1/8th audio jack is available. Use of an MP3 player is recommended. No streaming services are permitted when connected to museum Wi-Fi due to security protocols.
- **Restrictions:** No Bluetooth connectivity, no streaming services over Museum Wi-Fi, and no Personal phone use for media is restricted for the same reasons.

### Video and Presentation:

- **Format:** All visuals should adhere to a 16:9 widescreen aspect ratio.
- **LED Screen:** Presentations, images, and videos should be prepared in 16:9 format to ensure compatibility.
- **Supported File Formats:** For images, use JPEG or PNG; for video, MP4 or H.264 formats are required.
- **Client Device Compatibility:** Ensure that client laptops have an HDMI output for connection.
- **Internet:** Both Wi-Fi and Ethernet connections are available for online access.

### Content Submission:

- **Video in Presentations:** Embed videos within PowerPoint files as MP4 or H.264. Send both the PPT and the separate video files.

- **Looping PowerPoint:** Any looping presentations should have the loop function activated and a designated time between slides set consistently across all slides.

## **Teleconferencing Setup:**

- **System:** The Aver Teleconferencing System is pre-installed with Zoom, GoToMeeting, and Skype.
- **Access:** Usage is limited to the museum-provided computer, and clients must supply all necessary login credentials.

## **Lighting Arrangement:**

- **Ambiance:** Both the room and terrace lighting are fixed and non-dimmable.