

## HOD Classroom- 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 Configuration:

- **Speakers:** Yamaha ceiling speakers
- **Microphones:**
  - (2) Shure Handheld Wireless Microphones

### Video and Display:

- **Aspect Ratio:** All video and image content should be formatted to a 16:9 widescreen aspect ratio.
- **Monitors:** 3-70" Samsung Monitors are ceiling-mounted and fixed in position.
- **Supported File Formats:** For presentations and images use JPEG or PNG; for videos use MP4 or H.264 formats.
- **Device Compatibility:** Client laptops must support HDMI connectivity.
- **Internet Access:** The venue provides both Wi-Fi and Ethernet connectivity for online access.

### Content Submission Guidelines:

- **Embedded Videos:** All videos within PowerPoint presentations must be embedded as MP4 or H.264 files. Accompany the PPT files with the standalone video files.
- **Looping Slides:** For any looping PowerPoint presentations, enable the loop function and set a consistent time interval for slide advancement.

### Teleconferencing Facilities:

- **System:** The Aver Teleconferencing System comes equipped with Zoom, GoToMeeting, and Skype.
- **Usage:** This facility is exclusive to the museum's computer, and clients are required to provide their own login credentials.

## **Lighting System:**

- **Room, Prefunction, and Terrace Lighting:** The lighting is set to a standard level and cannot be dimmed.