HOD Library- Special Events Tech Menu

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 Features:

- **Speakers:** Tannoy wall-mounted speakers
- **Microphones:**
  - (2) Shure Handheld Wireless Microphones.

Video Specifications:

- **Screen Display:** 16:9 widescreen aspect ratio is the standard for all visual content.
- **Resolution:** Ensure all PowerPoint presentations, images, and videos adhere to the 16:9 widescreen aspect ratio.
- **Supported Visual File Formats:** JPEG, PNG for static images; MP4, H.264 for videos.
- **Laptop Compatibility:** Client laptops must be equipped with HDMI outputs. Connection points are conveniently located at the room's entrance.

Connectivity:

- **Internet Access:** Wi-Fi and Ethernet connections are available

Presentation Specifications:

- **Video Integration:** Videos included in PowerPoint presentations must be in MP4 or H.264 format, and accompany the PPT files when submitted.
- **Looping Presentations:** For continuous slide display, please set up the PowerPoint loop feature and determine a uniform slide transition interval.

Teleconferencing Capability:

- **System Provision:** The room is equipped with an Aver Teleconferencing System, which supports Zoom, GoToMeeting, and Skype.
- **Usage Restrictions:** This system is reserved for use with the museum's computer only, and clients are responsible for providing all necessary login information.