Purple Heart Board Room- 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 Configuration:

- **Speakers:** Sound will be output through the TV's built-in speakers.
- **Microphones:** Not available
- **Audio Playback Connections:** HDMI audio to the room display.
- **Restrictions:** No Bluetooth connectivity, no streaming services over Museum Wi-Fi, and no Personal phone use for media is restricted for the same reasons.
- **Audio Recording:** Clients are responsible for providing their own audio recording equipment and Operator.
- **Conference Calls:** A Polycom conferencing telephone with loudspeaker capabilities is provided.

Visual and Presentation Equipment:

- **Display:** A 75" LG monitor with a resolution of 1920x1080 is available for clear and vibrant display.
- **Aspect Ratio:** All presentations should be formatted to a 16:9 aspect ratio to fit the widescreen display.
- **Computer and Controls:** A Windows laptop with HDMI connectivity and wireless keyboard and mouse are supplied for seamless control during your meeting.
- **Supported Formats:** JPEG, H.264 (MP4), and DVD formats are acceptable for presentations and videos.

Connectivity:

- Museum Wi-Fi and Ethernet are provided to support your event's online requirements.

Presentation Instructions:

- Videos within presentations must be embedded as MP4 or H.264 files, and the original video files should accompany the PowerPoint submission.
- Looping presentations must have the looping function set to your specified timing across all slides.

Teleconferencing:

- An Aver teleconferencing system equipped with popular applications such as Zoom, GoToMeeting, and Skype is available. Clients need to provide their own login credentials for use.

Lighting:

- The room offers standard dimmable lighting to adjust the ambiance to your event's needs.