# HOD Auditorium- 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 Components:**

- Speakers: Yamaha ceiling speakers
- Microphones:
  - o (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 PowerPoints:** 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.