

## **SEC Audio Visual advice for speakers**

### **What format or specifications are required by the venue?**

The SEC currently runs the latest version of Office 365. All laptops are windows based. The preferred format for presentations is PowerPoint, although Prezi and PDF are compatible too.

The page set up for presentations is fine in either 4:3 or 16:9.

If you have any videos in your presentation, it's preferred if you embed the video in your presentation, and have a copy in the folder with the presentation too. Present the USB stick to the SEC technician in the speaker preview room who quickly check the file is ok and send it over the network to the laptop in the meeting room.

**Please title your presentation with your session title, date and room number.**