

Introduction



This guide has been produced to help you prepare for your event at the Edinburgh International Book Festival. Whether you are new to public events, new to the Book Festival or a seasoned performer, I hope you will find some useful advice inside. My technical team and I have a very simple brief: to help bring authors and audiences together by providing a professional, calm environment using the highest standards of production. I want to see to it that you, our authors, can come to your event safe in the knowledge that everything is in order.



Margaret Atwood and Alice Munro in transatlantic conversation via the LongPen

Inside, you will find information about the usual structure of our events and information about the setup of each venue. You will also find guidance on the various types of Audio Visual presentations we can support.

There are ways in which the Book Festival differs from other events and festivals you may have spoken at previously, and in addition to technical considerations, the guide also contains some advice on presentation informed by feedback from our audiences. Regardless of your level of experience I would urge you to read through the information we've put together.

If you have any questions, or any requirements which are not addressed here, please contact me on 0131 718 5666 or at andrew@edbookfest.co.uk. There is a version of this guide online at <http://www.edbookfest.co.uk/authors/> and this will be updated as appropriate.

With best wishes,

Andrew Coulton

Technical Manager

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Facilities

Our Venues

Seating and Furniture

Although they vary in scale, all of our venues have the same basic setup, with seating for the audience and a slightly raised stage with chairs, a coffee table, jugs of water, glasses and a lectern. Our venue staff will ensure there is a chair on stage for each participant, and if you wish the lectern can be removed from the stage. However if you use the lectern, it must be pre-set.



Nury Vittachi, Roy Cross and Nikita Lalwani in the Writers' Retreat

Microphones

All our venues except the RBS Workshop Tent are fitted with sound reinforcement systems including an infra-red system for people with hearing difficulties. Wherever possible all event participants will be fitted with radio microphones which clip onto the lapel or neckline of your clothes. They also have a transmitter unit which clips onto a belt or waistband.

For some larger panels, or for events outside the four main theatre venues (see below), you may be fitted with a clip-on microphone on a cable, seated in front of a microphone on a stand or asked to pass a handheld radio mic between participants depending on the format of the event.

The venue manager will meet you in the Authors' Yurt (hospitality area) to help you fit your microphone (if required) and advise you on exactly how microphones will be set up for your event before you move to the venue.

i Microphone fitting is easier if you avoid strapless tops and dresses without belts.

For more information on specific sound facilities, including audio playback and roving question and answer microphones, see the section below relevant to your venue.

! It is normal policy that all participants use microphones and all sound, music etc (live or otherwise) is played through our in-house sound system in order to assist our hearing-impaired customers, support our audio archive recordings and in case of background noise from rain, wind and traffic.

Carousel Slides

Please note that the Book Festival does not support carousel slide projection - see the section under AV Guidelines for more information.

The four larger theatres

Each stage has a simple fixed backdrop at the rear, into which is mounted a projection screen. A video/data projector is focused on this screen. This is used for our standard event presentation (see below) and can also be used for projection of PowerPoint, photographs, videos etc.

Each event will be staffed by a venue manager, who will operate sound, lighting and projection equipment as required. These are highly competent technicians who are used to operating live shows without rehearsal, and they will do their utmost to put you at ease before your event.

Every theatre has a roving radio mic (two in the RBS Main Theatre) which our ushers will take around the venue to amplify questions from the audience. The four larger theatres also all have CD players and facilities to connect your own equipment (eg laptops) on stage.



Mairi Hedderwick in the RBS Main Theatre

While our staff are happy to advance slides, play video clips and sound recordings if required, there will be no chance to rehearse in advance with your venue manager. If your event involves particularly sensitive timings or many simultaneous cues please contact us well ahead of the event to discuss the options.

RBS Main Theatre

This theatre seats 570, however the wide and stepped seating-bank creates a sense of a smaller and more intimate venue, with the back row only a little over 10m away from the stage. There are two roving mics in this venue for audience questions, and five lapel radio mics. The lectern is also fitted with fixed microphones. This theatre is fully blacked-out.

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ScottishPower Studio Theatre

The ScottishPower Studio Theatre, with a wide, tiered seating-bank and a partial blackout, has a capacity of 240. The back row is less than 10m from the stage. There are four lapel radio mics, a roving mic and the lectern is fitted with a fixed mic.



The Chambers Dictionary quiz in the ScottishPower Studio Theatre

RBS Corner Theatre

The RBS Corner Theatre is a longer, thinner venue, with several rows of flat seating and a small tiered bank at the rear of the venue to give an overall capacity of 175. The furthest seat is around 12m from the stage. There are four lapel radio mics and a roving mic. The lectern is not fitted with separate mics in this venue. The venue is not blacked out but the projection equipment is effective even on sunny days.

Peppers Theatre

The layout of the Peppers Theatre is very similar to the RBS Corner Theatre, with a capacity of 190. It has four lapel radio mics, a roving mic and a fixed mic fitted to the lectern. The venue has a partial blackout and the projection equipment is effective even on sunny days.

Other smaller venues

We have four smaller venues on site, which have more varied uses. Because they are more flexible, and share some equipment, it is even more important that we have advance information of your requirements in these venues to allow us to be ready for you.

Writers' Retreat

This venue is used for workshops with flexible seating and a capacity of 20, or public events with 70 seats arranged in rows. There is a small stage at one end, but no backdrop. One of our venue managers will be present to operate the sound system except at workshops which are not usually staffed. The venue has four small fixed microphones on stands beside each chair and a roving mic for audience questions. At times the roving mic is not available due to limitations on available radio frequencies on site.

We can support some AV facilities in this venue (see the section on shared equipment below). The venue is not blacked out and has a glass wall along one side although a curtain can be pulled across if required.

RBS Imagination Lab

This venue is used primarily for children's events and can be set up in a variety of ways with fixed seating, cushions on the floor or a mixture of both. It has a raised stage on one wall and a sound system with two lapel radio mics, a roving mic, two fixed mics on stands and facilities to connect electric instruments as well as CD playback. The venue is not blacked out, and all events in this venue will be supported by one of our venue managers. In addition, the venue has access to the shared equipment listed below.



An event in the RBS Imagination Lab

RBS Workshop Tent

This is an intimate venue for children's activity workshops, with a capacity of 25, and is not normally staffed. There is no stage or blackout and the size of the venue means that no sound system is necessary. However the venue does have access to the shared equipment listed below.

Shared Equipment

The above three venues can usually be provided with facilities to play audio CDs and AV presentations if agreed in advance. As none of the venues have screens fitted, visual presentations will be shown on a plasma screen on a wheeled stand, which is shared between these smaller venues and the Party Pavilion (our sponsor hospitality area).

! The plasma screen system can support any of the formats available in the larger theatres (PowerPoint, slideshows, DVD etc) however be aware that the technology means that the physical screen resolution is very low by computer standards (640 x 480 pixels) and so small text and fine detail will not show up well. There will also be some loss of detail in photographic images although this is mostly noticeable close up.

Plasma screen

A type of flat-panel television display used for displaying presentations in the smaller venues. As it is a television rather than a computer monitor the resolution is relatively low at 640 x 480 pixels.

Resolution

A measure of the fineness of detail that can be seen in an image on a computer or video display. An image with a higher resolution than the display it will be seen on will lose some detail, while one that is smaller will seem to be stretched and may appear fuzzy or blurred.

Roving mic

Handheld radio mics that are taken around the venue by our ushers to amplify questions from the audience.

VGA

A type of computer video connection that is standard on most PCs but not on Apple Mac computers which will require an adaptor to work with the projection equipment at the Book Festival. As the type of adaptor required varies, please let us know the model of your laptop if you are bringing an Apple Mac and need us to provide an adaptor.

VHS

The normal standard for domestic video cassette tapes in the UK.

XLR

A professional audio connector used for microphones and other similar equipment.

Glossary

Audio Archive

We make audio recordings of all events at the Book Festival. For selected events, and with the author's consent, we will make recordings and transcripts available via our website while others are kept by the Book Festival for internal use and archives. Recordings cannot be released outside the Book Festival without the written permission of all event participants.

BNC



A professional video connector used for Composite and Component Video. Our equipment will only accept Composite Video from the stage, if you are in any doubt as to the output of your equipment please contact us.

Composite Video

A signal carrying all the information needed to reproduce a video image over a single cable. Most domestic video equipment will have a Composite Video output, which can usually be identified by a single BNC or yellow phono connector.

Infra-red system

All our venues are equipped with systems which broadcast sound to special necklaces worn by hearing impaired customers. These necklaces allow the customer to hear the event either through their own hearing aid or with an earpiece.

Lapel radio mic

A small microphone that is worn on the collar, lapel or neckline of your clothes with a radio transmitter that is worn on the belt.

PA

Public Address - or the sound system used in each venue to amplify sound for the audience.

Phono



The standard connector (usually in Yellow) used for Composite Video outputs by most domestic and professional video equipment.

Pixel

A unit of measurement of resolution, where one pixel represents a single dot on the screen or image.

Portable Appliance Test

An examination by an electrician, including a visual inspection and a series of tests, to ensure that electrical equipment is safe for use in a UK workplace. Once tested, equipment will usually be marked with a green sticker showing the date that another test is due - generally a year from the date of testing.

Highland Park Spiegeltent

Probably the most unusual venue on the site, this is a luxurious, traditional mirrored tent brought specially from Belgium. The capacity ranges from 150 to 180 (depending on the event) with the option of seating in rows, seats around cabaret-style tables, and booths around the perimeter of the tent. As well as spoken-word events, the venue hosts lunchtime and evening bands, a bar and a catering operation. Normally the audience will be served coffee and pastries at the morning events, while the bar remains open (to audience members only) through the evening debates.



An event in the Highland Park Spiegeltent

There is a raised stage at one end of the venue and a lectern with a fixed microphone is available though not normally on stage unless requested. When not at the lectern, amplification is provided by five small fixed microphones on stands beside each chair. In addition there is a roving mic for question and answer, facilities to play audio CDs and numerous options for amplifying musical instruments. There is no blackout and **no capacity for AV**. All events in the Highland Park Spiegeltent are staffed by one of our venue managers.

An Event at the Book Festival

Before the event

As explained in the Author Information pack which we send out in June, before the event you will meet your Chair and any other participants in the Authors' Yurt (our author hospitality area) and have a chance to discuss the precise format such as timings, sequence of any readings and question and answer sessions. You may also have discussed this with Book Festival programme staff or other participants in advance.

The venue manager will come and greet you in the Authors' Yurt ten to fifteen minutes before the event and if you are to use a lapel radio mic they will fit it at this point. They will also confirm the particular requirements for your event.

There is a very tight window between events (sometimes as little as five minutes) and therefore it is not possible to rehearse your event beforehand. If you wish to see your venue, check any AV presentations or discuss cue points please let us know in advance so that we can schedule a suitable time and allocate a member of staff for you.

Shortly before the event the venue manager will return and take you to the venue, then signal you when it is time to take to the stage and begin.

Our standard AV presentation

In the four larger theatres, we have a presentation which runs while the audience enters and leaves, with a static title slide (see right) which is displayed throughout the event whenever the screen is not in use for your own presentations. The pre-/post-show presentation includes images and messages from the Book Festival mixed with your title slide and messages from sponsors. It is not possible to replace or alter this presentation. We also have a selection of music which is played before and after the event. If there is a specific piece of music which is essential to your event, please do discuss this with us in advance.

**After the event**

You will usually be invited to sign books for the audience after your event. This will take place in the Signing Tent or one of our two bookshops on site, depending on the location of your event. The Chair will announce the signing and ask the audience to remain seated while you leave the venue. The venue manager will find an appropriate moment to retrieve your radio mic which will be needed for the next event.

AV Guidelines

General Advice**Prepare in advance**

In supporting the technical elements of the Book Festival, we have two main focuses: to eliminate author worries and to deliver the highest-possible production standards to our audiences. For these reasons we are more than happy to give you as much technical assistance and creative advice as you need in preparing and using your AV materials. However, please be aware that we have a substantial number of events and authors to support. We can only deliver the personal service we



Sergio della Sala making the most of PowerPoint in Peppers Theatre

Set-up time

Please remember that the time between events in our venues is very short. If you are bringing anything that might take more than a few minutes to set up please contact us as soon as possible to discuss your requirements.

What Next?

Hopefully, this guide will give you enough information to continue planning your event. If you are worried about anything at all, please contact us. Please help us to help you by discussing anything unusual or asking us to make up, or proof, presentation materials for you well in advance.

Once we have confirmed your event date, venue and details, we will contact you to find out all of your technical requirements. These will be entered onto our system so that all our staff can keep up to date with the set-up for each event. We may also send you reminders to send your materials in ahead of time. Please do remember to let us know if your requirements change.

If you follow these guidelines you can rest assured that your event will be worry free.

Contacts

To discuss any requirements or possibilities, please contact:

Andrew Coulton

Technical Manager

andrew@edbookfest.co.uk

(Working hours vary, but the office can pass on telephone messages)

The Book Festival office is across the road from the site at:

5a Charlotte Square

EDINBURGH

EH2 4DR

0131 718 5666

(Mon - Fri, 09:30 - 17:30)

Electrical Equipment

You should ensure any electrical equipment you bring is in good condition and compliant with all electrical standards and regulations. Wherever possible it should have a current Portable Appliance Test pass, however we will not normally ask for evidence of this except for larger, heavy-duty, industrial or metal-clad appliances (including most lighting equipment). For smaller or domestic items such as laptops, CD players etc we will normally be happy provided all cables and casings are in good condition. One of our staff may visually inspect your equipment before use.

If you require any significant power for your equipment (over five amps: eg for lamps) or more than one socket on stage, please let us know well in advance.

Handling of Props and Equipment

Large, heavy or bulky items may need special attention for moving and storing on site as 'backstage' access is limited and often through public areas. If you have anything that might pose handling difficulties please discuss this with the Technical Manager well in advance.

Deliveries and Collections

All consignments to or from the Book Festival must be arranged in advance with the Technical Manager to ensure that they are correctly received and stored. Couriers should be directed to make contact with our office at [5a Charlotte Square](#) (see the [contacts page](#) for details) who will direct them to site if required. Sadly we cannot be responsible for any deliveries or collections which have not been arranged through Book Festival staff.

Fire and Naked Flame

Fire effects, smoke effects and use of naked flame requires specific planning and in some cases notification to the Fire Brigade. If you have anything like this in mind please discuss with the Technical Manager as early as possible so we can put plans in place.

! Please note that the smoking ban in Scotland extends to all enclosed public spaces: there is no exemption for smoking of any kind on stage regardless of editorial or artistic context.

General Safety

We are more than happy to accommodate and plan for the unusual, however if you think anything about your event or the items you are bringing might pose a hazard please get in touch as early as possible to discuss options.

We reserve the right to restrict the use of any equipment if we feel it does not comply with relevant safety standards. We may be able to advise on appropriate repairs if time allows.

aim for if we receive information and materials well in advance. When receiving confirmations from us, please do take the time to check that we have correctly noted your technical requirements for your event(s) and let us know if they change as you continue your event planning.

If you are intending to use AV presentations of any kind, from an audio recording to PowerPoint, please do send us copies well ahead of your event. We will check them and can then guarantee that they will be in the venue, working and ready for your event; there will be no need to worry about corrupt discs or memory discs, incompatible or damaged files or any of the many other problems that can arise when delivering AV material at the last minute.

We are also more than happy to look over draft or finished materials and give you feedback if we receive them in good time. Our technical team have a great deal of experience in this area and are happy to advise you, especially useful if you are new to producing presentations.

! You can send us AV material as early as you wish. Where possible please send material to arrive no later than mid July. During festival time we can't guarantee to handle presentation materials or technical queries that arrive less than 36 hours before your event.

'Background' presentations

There is an increasing tendency to use 'background' presentations: scrolling and repeating automatically behind a speaker but never or rarely referred to in the talk. Done well, these can add interest to an event, but frequently the audience instead find they act as a distraction from the conversation on stage. We would strongly advise that great care is taken in preparing presentations of this kind. If venue managers feel that a presentation is distracting for the audience they may play it once through and then return to the Book Festival's title slide.

i Creating a good background presentation:

- Use an absolute minimum of text, ideally at most a few words captioning an image.
- Avoid 'flashy' animation (fly-in and wipe effects etc).
- Seriously question any use of moving picture or video.
- Hold each image on screen for at least 9-10 seconds.
- Fade smoothly and slowly from one image to the next.

Controlling your presentation

Should you wish to bring your own laptop, you are more than welcome to do so (see the [later section](#)), however all our theatres are equipped with facilities to play PowerPoint and slideshows. Unless you particularly wish to do otherwise, we would recommend sending your materials ahead and using our systems: this will ensure everything is ready in advance and avoid last-minute setting-up and troubleshooting.

We run presentations on a computer located at the venue manager's control position. This has a small handheld remote which you can use to move forwards and backwards through the presentation and also as a laser pointer. Alternatively the venue manager can advance slides for you if the required moments are clear. The venue manager also has a mixer allowing rapid and smooth switching between in-house and visiting computers, DVD and video players etc.

i The remote control simulates a keyboard, rather than a mouse, and so cannot be used to click on links (eg to skip past slides, start videos and so on) within presentations. If you need to do this it would be better to bring your own laptop.

! **There is generally no time to rehearse with the venue manager. If you wish to have us operate your presentation you will need to clearly signal when you want the next slide/video. If you are using multiple materials (eg PowerPoint and DVD) it would help to have a running order showing the correct sequence - also in advance.**

Projection sizes

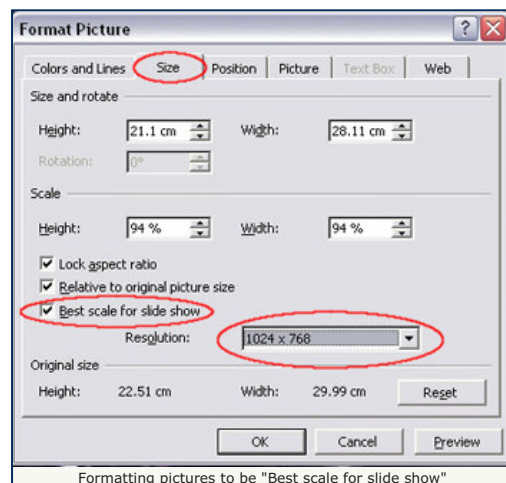
When sourcing images and video materials, please note that our projectors in the four larger theatres all operate at a resolution of 1024 x 768 pixels. Images and videos smaller than this will lose quality and detail if projected full-screen in the theatres. The plasma screen in the smaller venues operates at 640 x 480 pixels.

PowerPoint

PowerPoint is a very powerful piece of software, however it is not always the best tool for the job, and its usability and range of features makes it possible to create presentations that either have technical flaws or do little to enhance your event (and may actually detract from it).

PowerPoint and pictures

If your presentation consists solely of a sequence of full-screen images, PowerPoint is generally not the best solution for displaying them. It tends to produce files which are substantially larger than they need to be, and the overload on the system is one of the most frequent causes of PowerPoint crashing. If you are intending only to show a sequence of full-screen pictures, we would strongly recommend you send us the image files individually to allow us to



any instruments and musical requirements so we can prepare adequate stage space and technical facilities. If you are performing copyrighted works (even your own) we will need details of the title, duration, composer, arranger and publisher of each piece for copyright purposes.

Flipcharts

We can provide flipcharts with paper and pens, please let us know in advance. If you have particular requirements for number, colour or thicknesses of pens please ask.

Anything Else?

This guide covers the main facilities we are asked about each year. However we love a challenge and the Technical Manager will be happy to discuss requests for any facilities not covered here.

Bringing Your Own

If you wish to bring your own equipment, props or visual aids/scenery please bear in mind the following:

Onstage Projection and Sound facilities in the four larger theatres

We have cables running to our projectors and sound systems, allowing us to feed VGA video, Composite Video (BNC or Phono) and sound (stereo headphone jack or XLR) from the stage. Please let us know if we require any special adaptors to connect to your equipment.

Projection and Sound in the smaller venues

Our mobile plasma screen, if booked in advance, can support VGA or Composite Video. Our cables are limited in length and your equipment would likely need to sit beneath the screen. We can also provide sound reinforcement although in the RBS Workshop Tent and Writers' Retreat this will require plenty of advance notice. The layout of the Highland Park Spiegeltent makes it unsuitable for projection or plasma screen presentations.

Sound reinforcement

We will normally want to feed all event sound through our PA (either by connecting your equipment directly or placing microphones in front of it) to allow us to ensure good sound quality throughout the venue, and to feed hearing support systems and audio archives. If you are intending to bring any sound equipment or instruments please let us know in advance.

Don't have materials that meet our requirements?

With sufficient advance notice, our technical team may be able to create a suitable event disc from your tapes/discs. To discuss what materials, information and timescales we require please contact the Technical Manager as soon as possible.

Overhead Projectors and Visualisers

An overhead projector is available, however it is shared across the venues so advance booking is essential. We can provide sheet transparency and permanent markers, however if you require anything else we would ask you to bring it with you.



Cam Kennedy gives a masterclass using a visualiser

Alternatively in the four larger theatres we can provide a visualiser, which uses a fixed camera to provide a digital equivalent of an overhead projector. This projects onto our main screen and produces an image which is larger, brighter and not subject to the problems of skewing found with overhead projectors. It also allows you to sit or stand to one side of the screen to improve sightlines for the audience. It will project from transparency or paper/documents/objects.

The visualiser must be booked as far in advance as possible to ensure availability

Sound Recordings

We can play sound recordings through the PA system. Recordings should be provided on audio CD, or in advance as data files (WAV/MP3 etc). To ensure accuracy, if you wish to play excerpts we ask that the CD be pre-edited so that there is a track mark at the start of each excerpt, and that the CD contain all the tracks required for your event, in the order you wish to use them. Again, with sufficient advance notice we may be able to make up a CD for you - please discuss with the Technical Manager.

For commercial CDs, we will require a list of the tracks (and durations) to be played including details of the title, composer, arranger, publisher, recording artist(s) and record label for copyright purposes.

Live Music

We have basic facilities to amplify instruments and vocals in all our venues (except the Writers' Retreat and RBS Workshop Tent), and strongly advise you to feed any live music through our PA systems; rain, wind, generators and passing traffic can at times cause surprisingly high levels of background noise. Please let us know in advance of

show them in our slideshow software which is both more responsive and more reliable than PowerPoint. See the section below on Digital Photos.

If you do need to use PowerPoint you can reduce the chances of problems by resizing all images to the right size for projection (see below) and storing them in JPEG or BMP format before adding them to your presentation. Or you can select *Best scale for slide show* in the Format Picture options for each image and choose a resolution of 1024 x 768 (see diagram on previous page). If you can send presentations far enough in advance we will try to do this for you.

Using video in PowerPoint

You can add videos into PowerPoint presentations, however there are a number of different ways to do this and not all work reliably, especially if the presentation is to be played on different machines. If you are planning to use video in your presentation, please contact us well in advance to discuss the best way to do this.

If you have a presentation with video already added please send it ahead for us to check - note that you will always need to send the individual video files as well as the PowerPoint file itself.

i Tips for an effective presentation

- Try for a consistent and limited selection of colours and fonts.
- Stick to standard fonts. If in doubt you may want to check that we have the fonts that are particularly important. Text fonts vary slightly between Mac and PC (we use PC) so text may have a slightly different layout on different systems.
- Make sure there is plenty of contrast between text and background colours: projected presentations are generally best with a dark background and light text.
- Use consistent styles and layout throughout the presentation.
- Use Master Slides to achieve a consistent look and make it easier to change styles and backgrounds across the whole presentation. You can find out more about Master Slides in the PowerPoint online help.
- Animation effects can be good for revealing part of a slide at a time (for example bullet points) but be careful not to use them too much as they can be very distracting. Normally a fade or a dissolve is the most effective transition.
- Avoid 'embedded objects' that require you to click on a link and open 'outside' PowerPoint (eg in Word or Media Player).
- Keep text on slides concise: avoid long passages of prose in favour of concise highlights.
- Use a black background for blank slides, rather than white.
- Be very careful if creating a PowerPoint as 'Background' to your event (see above).

Slides and prints

We have come to the sad realisation that carousel projection, once the standard for illustrated talks, is a technology time has passed. Anyone who has used slides will doubtless have experienced jammed carousels, blown lamps, lenses slipping out of focus and remotes sticking as well as the normal problems of slide orientation and so on. As carousel projectors cannot guarantee the kind of reliability we expect of our technical equipment, we have decided not to support slide projection any longer.

We have instead invested in equipment to make high-quality digital scans of your slides if they are provided in enough time. We can also scan images from prints, and are more than happy to scan reasonable numbers of images for you free of charge. We will provide a CD with the images for you to use elsewhere.

If you wish to take up this service, please give us plenty of notice. You should also read the next section on Digital Slideshows, as this is what your slides will become!

! Scanning slides and photographs takes time. We will need you to send your materials well in advance of your event (preferably during June) to allow time for us to prepare the scans for your event. If there is time, we will send the CD of images in advance to give you time to proof them. If you cannot supply your slides before July please contact the Technical Manager to discuss whether there will be time to process your material.

Sending us slides

If you send slides for scanning, please package them carefully in plastic or card boxes to prevent damage and use a suitable recorded-delivery service. Place the slides in sequence, and ensure each slide is numbered clearly. It is also helpful to identify the orientation of the image (eg top/left etc) on the slide.

Digital Slideshows

Our software allows you to display full-screen photographs very easily and reliably. It has options for the slideshow to be controlled manually (by you or by our technician) or advanced after a fixed time period and if required to loop throughout your event. The pictures will automatically be scaled to give the best fit on the screen.

The software can handle JPEG/JPG or BMP (Windows Bitmap) format images automatically, although we can convert from almost any format if sent ahead. Please include a number in each image filename to indicate the order they are to be shown in or include a list of files in sequence.

Acrobat (PDF), Word (DOC) and other 'document' formats

Please note that files such as Adobe Acrobat (PDF) and Microsoft Word (DOC) are **not image files** but are instead 'documents' containing versions of the images and information on a printed page layout. It is generally impossible to electronically extract images from document files such as these. While we can do so manually this is very time consuming and often image quality suffers in the process. Please send us the **individual image files** instead of composite documents.

Video and DVD

The four larger theatres have facilities to play back from VHS video and DVDs, and the smaller venues can support this on our shared plasma screen if we have advance notice. In the larger theatres, we can feed sound from your video through the PA system, however in the smaller venues we may need to set up additional speakers therefore please give us notice if this is required.

! We do not have facilities to preview tapes/discs at the control position, therefore it is important that discs are set up as follows to allow the technicians to play the clips as required.

! Please be aware that playing back commercially produced video footage in public, even for analysis or criticism, will require copyright clearance. We will need to be satisfied that you have the permission of the rights-holder (generally this will be the studio/production company rather than director/writer) for the intended use before we can screen your materials. Our Technical Manager will be happy to discuss this with you ahead of time.

Formats and show discs

For reasons of reliability, we ask that you provide your video materials in line with the following guides. Unless the rights-holder specifically permits otherwise, we will not be able to screen material from discs or tapes carrying a 'private-use only' warning. You should be able to obtain clips without this warning as part of your rights clearance.

If your video requires subtitles they must be contained within the clip rather than switched on or off from a menu.

i An event disc/tape should contain all clips required, in order and with a 5-10 second period of black screen before and after each one. If you need to play only part of a clip we highly recommend DVD rather than VHS to allow the operator to easily locate the start of each successive clip.

VHS Video

VHS tapes must be in PAL (UK) format.

DVD

DVD videos must be mastered in PAL format, for Region 2, and should be entirely free of menus. Each clip and each black segment should be mastered as a separate track/ chapter on the disc.

PC Videos

We can play most formats of video files from disk, however please send files to us in good time to allow us to convert them (if required) and make them up appropriately (if required).