

Presentation Service at the Congress Center Basel

The team at the Congress Center Basel would like to help you make sure that your presentation is a success. Presentations are becoming increasingly sophisticated and demanding, however, and hence a certain amount of technical advice is necessary in order to minimise the potential technical risks. We use the latest generation of professional equipment for your presentation. To ensure that you can make optimum use of this, we have set out the following tips and advice for you below.

Speaker Service Center (AV check, media acceptance)

We set up a Speaker Service Centre in a separate room with acceptance points for all the presentations. Our presentation technicians then check each presentation for format, correct representation, smooth animations and functioning films. The equipment at the acceptance point is the same as the equipment in the lecture rooms. Once the lectures have been checked, they are transmitted to the corresponding control rooms via the internal network and started on the presentation PC there. At the same time, a copy is kept on the server as a backup. This copy is reliably deleted after the event.

PC workstations are also available for speakers for last-minute editing work.

Technical information and tips

Note: The Congress Center Basel uses only the latest-generation Windows PCs with the latest software versions. The computers employed run under the Windows 7 / 8.1 operating system and with PowerPoint 2013.

PowerPoint Prezi and PDF formats

Resolution To ensure that the presentation looks identical on all the different presentation appliances, we would ask you to compile it as 16 :9 or 4 : 3 format, not in a paperformat like A4

Fonts Use only standard fonts (such as Arial), because your own special fonts are not installed on our computers and cannot therefore be depicted correctly.

Animation Use animations sparingly.

Movie: Make your movie's with standard video programs and the standard codecs. A lot of movie-making tools use their own codecs, which are not available on our computers. This makes it impossible for us to show the films. It must be possible for your film to be played by Windows Media Player.

Saving: Films should be compiled in wmv, Mp4, mov or MPEG format and must always be copied into the presentation folder. You can then incorporate your film in PowerPoint without any problems. Copy the entire folder onto your USB stick or onto a CD and bring it with you, on the storage medium, in its entirety.

If you do **not have any** animations or films in the presentation, then you should save the presentation as a pdf. This function is available in all the standard presentation programs.

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Mac: Presentations compiled on a Mac with Keynote must always be saved in PowerPoint or PDF format. No Mac computers are available for running your presentation.

No presentations with speakers' own laptops

To ensure that your presentation runs smoothly, we use only the installed and tested pc – notebooks.:

We are looking forward to welcoming you and your event. Together, we will ensure that it is a success. Please do not hesitate to contact us if you have any questions.

Contact:

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Congress Center Basel

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