

SPEAKERS' TECHNICAL GUIDELINES

When using your own presentation laptop:

- there is HDMI output or adapter to HDMI-port, (or VGA output)
- you know your laptop's passwords
- you know how to change the resolutions of your laptop if needed, Finlandia-hall's dataprojectors resolution is 1920x1080
- aspect ratio is 16:9 (or 4:3)
- inform venue technician when there is sounds or video included in the presentation
- video format recommendation is mp4
- check that your laptop has network interface card, all needed programs, updates and drivers
- When using Apple-device including Pads , kindly bring suitable HDMI-adapter
- if you need an internet connection please tell this to event organizer
- In case you need to check in to your company's net during your presentation, kindly check that it is possible to do in public network and you know correct passwords

Check the following items on your presentation laptop

- necessary software, updates, and drivers
- presentation material is not copy-protected (HDCP)
- you have the necessary accessories and cables, eg power cable

If you are using an Apple laptop, including iPads (also other manufacturers), you can bring a suitable HDMI (or VGA adapter) with you.

When using Finlandia Hall's laptop:

Laptop features

- Windows 7 Enterprise english
- Office 2016 professional
- VLC 2.3
- Chrome
- Firefox
- Java
- Adobe PDF reader

All common players

Laptop includes a secure wireless internet connection and a presentation mouse

Presentation material should be in Power Point or PDF –form.