

Tips for a successful audio/visual presentation at the W.M. Keck Foundation

*Your computer presentation for the Young Scholars' Program should be prepared in IBM or MAC format so they can run from the Foundation's boardroom computers. The Foundation prefers pre-mounting presentations on in-house systems, avoiding the lag time created by shuffling laptops between presenters. Please mail, courier or email your presentation(s) or video(s) to the Foundation **by April 13th**. This will enable Donald Shamp, the Systems Administrator, to load and test your presentation before your arrival. Final revisions may be submitted on USB Drives or Compact Disk the night before your presentation or very early that morning. However, you must contact Donald Shamp to schedule an appointment at (213) 612-2014 or email files to presentations@wmkeck.org. Whenever possible, it is wise to arrive early and schedule an appointment to test your presentation.*

Power Point is the preferred presentation format. *It is important to create your presentation for a screen resolution between 1920x1080 @ 60 HZ - 1024x768 at 70 HZ. If needed, please consult your technical staff in how to set this preference or contact our Systems Administrator, Donald Shamp. Power Point sound, animation or video files should in the same directory as the presentation file to prevent breaking any file links. Integration of sound, animation or video within Power Point slides should be fully tested before and after recording your presentation to storage media.*

Emergency Planning: *You may bring your laptop but only as a backup strategy. In this case please bring any special connecting cables or adapters necessary. Other safeguards could include presentations on CD, DVD, USB Drives and transparencies*

Boardroom General Information:

The Boardroom at the W. M. Keck Foundation provides presenters with state-of-the-art audio/visual equipment. Presentation computers are both IBM and MAC compatible. The room is equipped with a rear-view *High Definition Video Projector*. Telecommunication links are available so that all in attendance may speak with a conference caller. Several A/V formats are supported:

Compatible A/V Formats:

CD	MPEG
Blue Ray DVD	HD-DVD
SVHS	VHS
U-MATIC	TV
MP3	AVI
WAV	Real Player
AUDIO CASSETTE	
Apple QuickTime Player	
Windows Media Player	
DOCUMENT CAM (transparencies)	

Boardroom Presentation Computers:

Dell 490 Workstation 1.6 GHz,
Dual Core Xeon processor 2 GB RAM
ATI Fire GL V4300 Graphic Card with
128MB Video Ram. Windows XP Pro SP2
with MS Office Professional

Apple Power Mac G5 with 2 GHz PC G5.
2GB Memory with NVida GeForce FX 5200 Ultra
Graphic Card. Mac OS X 10.3 operating system.