

Tampere-talo

**International Metropolis Conference
9-13, September 2013**

INSTRUCTIONS FOR PRESENTERS

1. Presentations

Each lecture room is equipped with PC laptop computer, one data/video projector and one large screen. The native resolution of the projector is 1024 x 768.

The software installed on the computer includes:

- MS Office 2007 Suite (PowerPoint, Word)
- Adobe Acrobat Reader
- Internet Explorer
- Windows Media Player
- Skype

The presentation files can be submitted together with relevant contact details in advance **at the latest on Wednesday, September 4th**. They may be sent as e-mail attachment to: send.presentation@tampere-talo.fi.

If you are not able to send your presentation by that date, please **take it with you in a USB stick**. Bring the USB to **Speakers' service point**, located in the main lobby, at least 3-4 hours before the time of your presentation, preferably the day before.

In case your PowerPoint-presentation contains videos, please ensure that both files (PowerPoint and video files) are included in your e-mail or in the USB.

THE SUBJECT LINE OR MESSAGE BODY OF E-MAIL MESSAGES SHOULD INCLUDE THE NAME AND DATE OF THE EVENT FOR WHICH THE ATTACHED PRESENTATION IS INTENDED.

IN ORDER TO AVOID ERRORS, THE FILE OF THE PRESENTATION SHOULD BE SAVED WITH THE NAME OF THE PRESENTER AND THE DATE OF PRESENTATION. (Avoid names like Tampere_2013.ppt)

On receipt of the presentation, we will ensure its compatibility with our presentation equipment and we will send an acknowledgement of receipt of the presentation to the author or the sender.

2. Using your own computer

It is recommended that you use the computer of the lecture room and that you avail yourself of the opportunity to send your presentation in advance to Tampere Hall.

If for some reason you are unable to use the computer of the lecture room for your presentation, you are requested to arrive at the lecture in good time before the occasion. This way we can ensure that your laptop computer is compatible with our projection equipment and make any adjustments and alterations in display settings of your laptop that may be required.

3. Other audiovisual equipment

We recommend that you primarily include your videoclips in a Power Point presentation.

However, if you wish to use video facilities, DVD player or slide projector in your presentation, you should inform us in advance.

For further information, please contact

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