



HARPA

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## Harpa In-house AV / Projection system

To begin with we would like to point out that our conference technicians only speak Icelandic and English

### **Projectors and projection screens:**

The entire projection system is designed to run at a resolution of 1920x1080px in 16:9 Widescreen format. All of the projection screens are designed for Widescreen projection. We would like to point out that Microsoft PowerPoint offers slide design in **1920x1080px** (16:9 widescreen) format/resolution, which we encourage people to use so their slides will fill the entire projection surface.

### **Submission of Slides (Excluding Ríma and other smaller rooms):**

When submitting slides, we recommend sending them to our technicians' mail box **tech@harpa.is** with a 24-hour advance for the technician to be able to test them before hand. With shorter notice all slides shall be delivered via USB key but we can not guarantee perfect playback if the slides will not arrive in time for testing.

By running the slides from the technician there is an option for the presenter to get the "Presenter View" on the comfort monitor on stage. The presenter will then get a clicker to advance the slides.

### **Built-in computer & bringing your own laptop:**

In our conference podiums, there is a built-in computer running on Windows. In the podium itself, there is a 21" widescreen (16:9) monitor. We also offer retractable VGA and HDMI connectors for laptops in most podiums along with a 3.5mm MiniJack audio connector that can be used with laptops or other audio playback devices.

If the intention is to bring your own laptop, the podium has VGA and HDMI plugs, but it is required that you bring your own adapters for VGA or HDMI connection. Apple computers usually come with a *MiniDisplayPort (Thunderbolt)*. If an Apple computer is to be used, it is required that you bring your own VGA or HDMI adapters to connect the Mac to our system.

For the best outcome and integration with our projection system, all incoming laptops should be configured to output a **1920x1080px** resolution into our system. Please take notice that not all laptops support **1920x1080px** output resolution when used in "mirrored mode" along with the built-in monitor.



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### **Slide Colors:**

We would like to point out that even though gray text on a white background often looks better than black text, the gray text tends to become more difficult to read when projected on to the screen, so we recommend using black text on a white background rather than using gray text. This makes it easier for the audience to read the slides.

### **Slide names:**

To simplify and smoothen out the session we encourage people to mark their slides with their own name. Usually slides are grouped together into a folder in the podium computer and if the slides are not named by presenters it can cause confusion and sometimes panic.

Example: PresentersName\_RoomName\_ConferenceName\_Date.pptx

### **Presenter Mode:**

Finally, we would like to point out that the monitor in the conference podium is an exact replica of what will be displayed on the projector. Therefore, the “*Presenter Mode*” and displaying *Notes* for the presenter is **not** available using the built-in computer in the podium. If “*Presenter mode*” is required, we recommend bringing an external laptop, hooking it up to our system and then using the laptop’s screen in “*Presenter Mode*”. In this way, presenter notes can be viewed simultaneously.

### **Summary of important information:**

Projectors and projection screens: **1920x1080px** widescreen resolution.

Submit slides with 24-hour advance to **tech@harpa.is**

Bring your own adapters for VGA/HDMI connection if necessary.