

Speaker Preview

Technical Guidance Notes

What is speaker preview?

Speaker preview is a central speaker check in area. It allows speakers to submit and review their presentation materials in a relaxed and calm environment.

What are the benefits of Speaker Preview?

The facility allows:

- Access to EICC's online submission service <http://speakerpreview.co.uk> in the months preceding the event.
- The speakers to check their presentations easily and with immediate technical support if required.
- The speakers to submit or check their presentations in one easily accessible location.
- Technical Production at the EICC to alert the conference organiser to any speakers who have not yet submitted their presentations allowing them to take the appropriate action to maintain programme continuity.
- The change over between speakers and their presentations to be seamless and accurate without disruption.
- Last minute auditorium and schedule changes to be easily accommodated.
- Technical Production at the EICC to provide all of the presentations to the conference organiser at the end of the conference (subject to approval from speakers).

"The benefit of having Speaker Preview is that the change of speakers during presentations is instantaneous, which makes the whole session flow much better. It is also one of the most efficient ways of managing speakers that I have seen in my life, bringing everything under control, under one domain. The result is higher quality, smoother and more consistent presentations due to the high level of technical supervision."

"I had never used Speaker Preview before and I would not hesitate to recommend it especially for events with a large number of speakers involved."

Very Large Databases

How does Speaker Preview work?

Speakerpreview.co.uk

If the conference is utilising speakerpreview.co.uk then it will be assigned a unique web address. Speakers can upload their presentations to this site at any time prior to the event. During the event speakers must attend the speaker preview room to review their presentation with the technician. We also advise that speakers should still travel to the conference with a copy of their presentation.

Speaker Preview Room

PC presentations should be submitted to the EICC technicians in the allocated speaker preview room at least half a day before their session. The speaker preview room will be provided with equipment and technicians who will assist speakers in checking/ammending their presentations.

When they are satisfied with the presentation the EICC speaker preview technician will save it to two locations; to the PC in the appropriate auditorium control room and a local master back up folder.

Speakers should save their presentation using their name as the document title and **NOT** EICC, Edinburgh or the name of the conference. This helps avoid confusion in speaker preview.

The presentation can be presented to the EICC speaker preview technician on a CD, DVD, and USB storage devices (USB stick/ pen drives). The EICC team will use reasonable effort to ensure no other person accesses any data submitted. The EICC reformat all hard drives after each event to prevent data transfer between events. The EICC will accept no claim arising from the loss of, access to or corruption of this data. Media given to the technicians should be retained by the speaker after it has been submitted to ensure that the speaker always has a back up copy.

The technicians will save the file using the naming convention; time of presentation; speaker name; auditorium; day of presentation (if the conference is over two or more days) For example: *1400 Jones Pentland Tuesday.ppt*. Any late change of schedule will be dealt with by the technicians.

The EICC technicians will take responsibility for ensuring that the speaker's presentation is in the correct auditorium at the correct time. Speakers will have control of their presentation from the stage via a SLIDE FORWARD and SLIDE BACKWARD button.

PowerPoint is provided as standard. If you require other software, please contact your technical planner to arrange a quotation.



Video Presentations

If the conference requires video projection, this can be accommodated. However the format of video playback machine will need to be specified. A quotation can be provided for these services from your Technical Planner.

Other Presentation Formats

If the conference requires any other presentation format, your Technical Planner will be happy to discuss this with you.