



# **ALLEN COUNTY WAR MEMORIAL COLISEUM**

Conference/Expo AV Presenters Guide



# ACWMC Conference/Expo Presentation Guide

To ensure the highest quality experience for presenters and attendees, the Allen County War Memorial Coliseum has established the following guidelines for preparing and submitting presentation materials. This checklist is designed to help you format your slides, submit media files properly, and understand how the AV team will handle presentations during your event. Following these standards will ensure smooth playback, consistent quality, and fewer technical issues during your session.

## File Format Requirements

- ProPresenter is the preferred software and provides the highest quality presentation experience.
  - PowerPoint presentations are supported, but they do not provide the same reliability or visual quality as ProPresenter. Animations and transitions will not transfer, and fonts outside of the default Windows set must be provided for correct display.
  - Keynote (MacOS) files are not supported. Please export Keynote slides as individual PNG or JPEG images before submission. If a Keynote file is submitted, functionality cannot be guaranteed.
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## Resolution and Image/Video Guidelines

- All presentations should be formatted at a resolution of 1920x1080 (16:9).
- Embedded videos should be tested in advance to ensure playback compatibility.

## Audio/Video Integration

- ProPresenter software is the primary tool for best quality presentations.
  - While PowerPoint can be used, for best results provide slide images and video files separately.
  - Live questionnaires and surveys are possible; however, running them within PowerPoint is not reliable. We have seen greater success integrating them into ProPresenter.
  - Custom lighting scenes can be created upon request. By default, lights will remain static unless alternative cues are coordinated with AV staff.”
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## Delivery Instructions

- Slides and media must be submitted at least 24 hours before the event, along with a run of show, script, or both, to allow AV staff adequate time to prepare.
- Media and documents may be uploaded through a provided cloud link or delivered via flash drive during move-in days. Cloud links are preferred because they allow the most flexibility.

### Media Distribution Suggestions:

- Good: Flash drive with PowerPoint and embedded videos
  - Better: Cloud storage (Google Drive/OneDrive) with slides and separate videos
  - Best: Cloud storage (Google Drive/OneDrive) with slides, separate videos files, and a physical USB drive given to AV staff.
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## Onsite Tech Support

- For main stage events in large-format settings (e.g., conferences, award shows), we recommend having a Coliseum-provided AV technician run presentations. Outside AV companies may also be used.
  - **Breakout Rooms:** Presenters must bring their own laptop with HDMI output. USB-C ports are acceptable with adapters (provided by the Coliseum though limited in quantity).
    - Presenters may use whatever presentation software they choose for breakout rooms. The presenter is responsible for the functionality of the presentation. AV Support can be provided for connection to screens, projectors, and audio.
    - **iPads are not supported for breakout presentations.**
  - Direct conversations with AV staff are highly encouraged for large or complex events. This is especially important for multi-room operations to ensure clear expectations and smooth coordination. Please contact your event manager to be put in touch with the AV team if not already.
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## Best Practices

- Use large, clear fonts and high-contrast colors for readability.
- Avoid heavy animations and transitions, as they will not transfer reliably.
- Provide backup copies of your presentation on a USB drive.
- YouTube links are strongly discouraged. If you must include one, please provide the link to AV staff several days in advance
- AV run-throughs are encouraged during move-in days. This will ensure that everyone is on the same page regarding the event and all media has been presented and displayed properly. This can be as simple as a quick 20-30 minute check.