SPEAKER SUPPORT

The Adelaide Convention Centre (ACC) offers Speaker Support services to ensure that your conference runs as smoothly as possible.

Speaker Support provides a central point of contact for the conference organiser and individual presenters with our Technology Planning team.

Our team will be on hand throughout your event to manage this, checking all presentations in advance to ensure a smooth and seamless experience.

THE TOTAL SOLUTION

Each conference venue is supplied with a computer that is networked to Speaker Support.

When a presenter arrives at the Adelaide Convention Centre they make their way to Speaker Support where one of our team will transfer their presentation to our network. Our team then checks the file format to ensure all runs smoothly and addresses any unforeseen issues with the files.

Your presentation is sent to the appropriate conference room at the scheduled time.

As part of our standard offerings, we recommend a pre-event Speaker Support technician. This technician will aid in the generation of hyperlinked slides and organisation of presentations to ensure the seamless delivery of your event.

SUPPORTED COMPUTERS AND SOFTWARE

The Adelaide Convention Centre use PCs running Windows 10 and Microsoft PowerPoint 2016. Other software may not be supported and special requirements should be discussed with your Technology Planner as early as possible.

Unless particular arrangements are made in advance, only limited Apple support is provided. A MacOS system is located in Speaker Support to enable files to be transferred and converted if required.

SUPPORT PROVIDED TO SPEAKERS

In the larger venues, a computer is located with our operator at the back of the room. The operator is responsible for ensuring that each presentation is displayed at the appropriate time, taking all responsibility away from the often already nervous presenter.

In the smaller rooms, you may choose not to have an operator present at all times. In these instances we provide a laptop computer at the lectern that is networked to Speaker Support, with the presenter operating the computer themselves. Speaker Support ensures that all presentations are clearly labelled and easy to access.

Where an operator is not present in all rooms, it is essential to provide roaming 'stand-by' technicians who can oversee several smaller venues and ensure that all is operating correctly.

HOW TO CONTROL YOUR PRESENTATION

The presenter is equipped with a fully integrated remote control with two clearly marked buttons, Forward and Back. The control operates the same way as the "page up" and "page down" keys on the computer keyboard.

HOW TO VIEW YOUR PRESENTATION ON STAGE

Our standard offering provides a foldback screen next to the lectern that displays an identical image to that showing on the large screen, allowing the presenters to easily follow along.

If your presenters require 'presenter notes' displayed on the screen at the lectern, please consult with your Technology Planner.