

The Speaker Preparation Centre is a shared facility located on the ground floor of the Convention Centre, behind the Customer Service Desk.

**Features:**

- computer workstations available for last minute changes to presentations
- presentations reviewed by one of our experienced team members
- demonstration area to simulate typical meeting room setup
- access to high speed internet.



## OPENING HOURS

**Monday – Friday:** 07:30 – 16:30 or by arrangement

**Saturday – Sunday:** by arrangement only

## SPEAKER PREPARATION SERVICE - COMPLIMENTARY AND PAID OPTION

The Speaker Preparation Centre can act as a hub or meeting point for presenters and event organisers. For basic functionality such as finalising any last minute changes to presentations, access is complimentary. Depending on the degree of personalised service you require, upgrading to a paid option may be more suitable. This would be recommended for an event with multiple speakers and presentations needing to be collated based on the program and room allocation for each speaker.

FUNCTIONALITY	FREE	COSTS APPLY
Greeted by Speaker Preparation Manager on arrival	✓	–
Access to high-speed internet	✓	–
General content questions	✓	–
Advice and help with formatting	✓	–
First come first served	✓	–
Dedicated operator for personalised service	–	✓
Demonstration area to showcase lectern technology	✓	–
All presentations collated based on the program and room allocation for each speaker	–	✓
Presentations pushed to meeting rooms via network	–	✓
Holding slides with graphics that hyperlink to each speaker’s presentation	–	✓
Speakers take their saved documents on USB to their allocated meeting room where they will be loaded onto the in-room computer	✓	–
A3 multi-function laser printer	–	✓

Please consult your AV Project Manager for more information and pricing.

We require notification of your booking no later than 20 business days prior to the event.

## FAQ

What computers and software are available?	<p>ICC Sydney desktops, laptops and smart lecterns use the latest Microsoft Windows operating system and MS Office suite. We also have the ability to convert most audio, video and graphics media if required urgently.</p> <p>A Mac computer can be supplied providing notice is given in advance - additional costs apply.</p>
What security protocols are in place?	<p>All computers are updated regularly to ensure they are equipped with latest security software. All presentations are deleted from the computers at the conclusion of the event.</p>
Can presenters practice using the lectern technology?	<p>Equipment is setup within the Speaker Preparation Centre to help familiarise presenters with the lectern technology. The Speaker Preparation Manager can facilitate a demonstration.</p>
How are presentations controlled?	<p>A logitech remote slide advancer is available in all meeting rooms when using the smart lectern in-built computer. A mouse and keyboard are also available.</p> <p>Larger conference rooms have an AV operator with a laptop/s who will control all presentations.</p>
How can presenters see what is on screen behind them?	<p>A slim-line 10" LCD monitor is built into each smart lectern that displays an identical image to that on the large screen, allowing presenters to see where they are up to at a glance. Additional 40" LCD foldback monitors can be provided in larger rooms at an additional cost.</p>
Can presenters bring their own laptop?	<p>It is possible to plug in a laptop at the lectern, via HDMI. Presenters should bring the appropriate adaptor for their device.</p> <p><b>ICC Sydney does not supply adaptors.</b></p> <p>Presenters using their own device are recommended to visit the Speaker Preparation Centre prior to their session to ensure seamless connectivity.</p>
What format should presentations be in?	<p>All displayed images (projection or LCD screen) are 16:9 widescreen and are HD resolution (1920 x 1080).</p>
What format should videos be?	<p>.MP4 (H264)</p> <p>.MOV (H264) only if played outside of PowerPoint</p>