

Audio-visual guidelines for delivering your Torch paper

Torch Club of Columbus, Ohio
April 4, 2016

If you plan to use audio-visual equipment as part of the presentation of your Torch paper, please follow these guidelines to achieve your best presentation at The Ohio State University Faculty Club.

1. In Advance

- a. To assure all components are present and functioning (batteries fresh, etc.), assemble your equipment and do a complete run-through of your lecture. It's best to have your talk already installed on your computer, plus a separate flash-drive as a back-up (as an optional precaution).
- b. Timing:
 - A month in advance, you, as the speaker, should contact the Torch Club secretary (see the Torch directory for name and contact information) to review any special needs related to your presentation. Where fees are involved, approval by the Torch Club board may be required. If the secretary does identify a special need(s), the secretary will forward your request to the FC. The secretary also can review with you the standing arrangements for Torch meetings (podium, screen, microphone, table for the projector, projector, and AC power cord with multiple plug-ins).
 - A week in advance, when a special need has been identified, you are encouraged to contact and confirm with the FC that the need will be met. The Faculty Club can be reached at (614) 292-2262 weekdays between 9 a.m. and 5 p.m.
- c. **VERY IMPORTANT REGARDING AVAILABILITY OF AUDIO-VISUAL EQUIPMENT:** The FC does not provide a laptop computer or a laser pointer-remote slide change control. You must bring your own, if needed. The FC will provide a projector and connecting cable for a standard PC. If you are using an Apple computer, you must provide its unique cable for connecting to the FC's projector.

2. On Site

- a. On the table provided, assemble your computer and projector system. Plug those two units into the near-by power strip, being sure the power strip is on. If the power strip is on, the projector's power switch should be lit.

- b. The most common start sequence is to boot up the computer first (put the image into the full screen mode), then activate the projector by pressing its (lighted) power button. Depending on manufacturers, other sequences may have to be tried.
- c. If you are using a remote slide change control, its computer element can be plugged into one of the computer's USB ports at this time. Test to be sure it is working on the audience screen.
- d. At this point, it is advisable to move the projector (or entire table) to a position such that the largest image (whole screen is filled) is achieved. Fine tuning can be done with the projector lens lever, as well as optimum sharpness with the focus lever. Because the front of the projector must typically be raised (elevation button is just under the center front), the whole image (vertically) may not be perfectly sharp. If so, use a mid-point in the image as a sharp focus compromise.
- e. This would be the optimum time to quickly run through all of your images to be sure none extend off the screen. Be sure all power cords on the floor are taped down to avoid tripping. Also check to see if the window curtains will need to be closed. Have someone work the room lights for you to find the best lighting combination and be ready to adjust them for you when your talk begins.
- f. Other factors: Test the microphone for volume and know how to turn it off and on. Have a Faculty Club staff member adjust it for you. Have the staff member turn off the background music when the program is to begin. Have a glass of water nearby.

Closing Down

- a. As soon as it is convenient, put the projector into its cooling mode by tapping its power button twice (a corresponding message will appear briefly before the lamp turns off). The projector will remain very hot for several minutes following.
- b. While disassembling the setup, take a careful inventory to be sure no pieces are left behind (e.g., cables, cords, laser pointers, slide change controllers, and their USB elements).

NOTE: The Faculty Club staff members are very helpful with IT matters as above. The night manager can be summoned by asking one of the servers.