

Technical Information Sheet for Speakers and Organisers

Dear Speakers,
Dear Organisers,

Olma Messen St.Gallen have a modern, digital, optical technology for lossless projection of PowerPoint and other image content. In order to guarantee perfect operation, we ask you to observe the following points.

It is possible to use your own laptops (on Windows) but we recommend that you **deliver the presentations to us on USB stick or CD**, so that we are able to process a digital output signal with our laptops. They are perfectly adapted to the technical infrastructure.

Using your own computers seriously limits the capabilities of the media asset. For this reason, using your own hardware is recommended only for highly specialised cases. In each case, the hardware must be pretested. This increases configuration time and can be disruptive for other speakers. Olma Messen do not accept liability for external hardware.

Apple and Linux systems must always be pretested for proper functioning and stability. That is why we also recommend the use of a USB stick or a CD in this case, so that the presentations can be shown on our own laptops.

Projector

	Beamer Typ HDTV	Projector Model WXGA	Projector Model HDTV
Resolution	1920 x 1080	1366 x 768	1920 x 1080
Formats 4:3/16:9	4:3/16:9	4:3/16:9	4:3/16:9
ANSI lumens	6'700	5'000 + 10'000	5'000 + 10'000

Picture/Movie/Sound

The presentations are transferred losslessly via optical lines. The following programs and formats are supported by our laptops:

Microsoft Office 2007/ 2010 / 2013 (Word, Excel and PowerPoint)
Adobe Acrobat Reader

Picture: .gif / .jpg / .bmp

Sound: .mp3 / .wav / .wma

Movie: .asf / .avi / .mp4 / .mov / .mpg / .mpeg / .mov / .wmv

For an optimum video playback you need to select MP4- videos that are coded with H.264 videos (also known as MPEG-4 AVC) and AAC-Audio. This size is also recommended for use with PowerPoint Web App.

Presentation programs

The following presentation programs are supported by our laptops:

Microsoft PowerPoint 2003
Microsoft PowerPoint 2007 (Windows Vista)
Microsoft PowerPoint 2010 (Windows 7)
Microsoft PowerPoint 2013 (Windows 7)
Microsoft PowerPoint 2016 (Windows 10)

Please do not use any older versions.

Adobe Acrobat Reader

Guidelines for a PowerPoint presentation

- The aspect ratio in which the presentation was created must be specified 4:3/16:9/ → not recommended 16:10
- If a presentation has not been created with Windows standard fonts, the required fonts must be included in the delivery.
- Care must generally be taken to ensure that fonts that are too small are not used (above font 12 recommended).
- If tables are inserted, the font size must be checked, as there is a risk of illegibility.

Guidelines for importing a video

Basically, SD and HD PAL signals can be delivered at 50 and 60Hz.

Analogue

- Composite (FBAS, PAL, 50/60Hz, 4:3 and 16:9 anamorphic) BNC plug
- Y/C (SVHS, PAL, 50/60Hz, 4:3 and 16:9 anamorphic) BNC plug
- Component (FBAS, PAL, 50/60Hz, 4:3 and 16:9 anamorphic) BNC plug
- HD component (Y/R-Y/B-Y, 50/60Hz, 4:3, 16:9, 720p, 1080i and 1080p) BNC plug

Digital

- HDSDI (50Hz, 4:3, 16:9, 720p, 1080i and 1080p) BNC plug
- HDMI (50/60 Hz, 4:3, 16:9, 720p, 1080i and 1080p) HDMI plug (female). DVI-D (male) is also possible (adapter cable)

Guidelines for an external PC/laptop

PC signals may be processed in HDMI (DVI-D with adapter cable) and VGA (50/60/75Hz). 16:10 and other aspect ratios must always be pretested.

- HDMI (4:3, 16:9, 50/60/75Hz, to a maximum of 1920x1080 with no 16:10 support). HDMI plug (female)
- VGA (only 4:3 to a maximum of 1600x1200, 50/60/75Hz) Sub-D 15-pin plug (female)