

Thank you for agreeing to give a talk at GPC. This briefing note will help you understand the equipment, software and accessories available to you to make this go smoothly.

Using the GPC laptop

The recommended approach is to make use of the club's Windows 11 laptop, which has been calibrated to reproduce colours accurately on our Canon WUX500 projector.

The simplest form of presentation consists of a collection of images in a folder.

- Prefix your image file names with a number (e.g '001-Plant; 002-Sea view; 003-Little Owl'). Use three digits and leading zeros as in the example to make sure your images appear in the correct order.
- Sequences run best if your images are a similar size. If you can, crop or resize these so that they fit into a 1600 x 1200 pixel frame.
- Place your images into a folder named 'Your Name' and copy this onto a USB stick to bring on the night.
- You will be shown how to run your files in a slideshow on the night.

If you want to include other elements, such as text, bullets, graphics etc on your slides, you will need to use some presentation software. If you have a Microsoft 365 subscription, then Powerpoint would be the best choice, alternatively try the free WPS Office application, which contains a Powerpoint compatible app called Slides. Choose a suitable template and remember to set your slide deck to a 4:3 display ratio before you get going. Save your presentation in Powerpoint format (PPTX) – this will run best on our laptop and you will be shown how to do this on the night.

Using your own laptop

If you prefer to use your own laptop, you will need to ensure that:

- You have suitable software to run your presentation (e.g Microsoft / Mac Photos or Microsoft Powerpoint / Mac Keynote etc)
- Your laptop will connect to the project via an HDMI cable (or USB-C using the club adaptor)
- You bring your own mains cable

Other accessories available

The club has a Logitech remote control (which you can use to advance your slides) and laser pointer that you are welcome to use.

A neck microphone and remote loudspeaker are also available if you are concerned about not being heard at the back of the Hall.

It can be dark at the front of the Hall when the lights are down, so if you are using speaker notes, consider a form of illumination or put them on a mobile phone / iPad.