

IHCF Medical Mission Seminar

Presenter Information

Hi, there,

The IHCF Medical Missions Seminar is getting close—we're excited!

We want to give you an overview of presentation rooms and equipment.

Please e-mail your presentation and any video links you want to use at least two days before the conference to seminar@ihcf.net. We will load the slides on the presentation Macs and double-check file compatibility ahead of the sessions and contact you if there are any issues. We also want to make the slides available with the recordings.

We will have USB drives available if you forget to send early or if your presentation is too big for e-mail.

Presentation equipment

Each speaker location will have a Mac with a presentation remote. Having consistent, tested presentation computers is easier than trying to connect and test individual personal laptops right before a talk. That said, we understand if you have a specialized presentation or speaker notes on your own laptop, and we will work with you to connect you to screens. Each room will have an AV representative from our church who will help you with any issues and record the sessions.

Youth Wing Room Details:

If you are presenting in the youth rooms, your slides will be presented on a large OLED TV to your side and the presentation Mac in front of you for easy access to speaker notes. We will record you on iPhones, with small wireless lapel mics for audio. We will amp you with a separate handheld mic/stand.

You can also choose to present using the HDMI connector at the podium (Mac or PC), instead of using the presentation Mac. But really, the presentation Macs are easier in these rooms.

Fellowship Hall Details:

If you are in the fellowship hall, your slides will be on a wide-screen projector above and behind you with a mirror display above/in front of you. The presentation Mac runs at the back of the room. We will record you on an iPhone with a small wireless lapel mic and amp you with a separate handheld mic/stand (or two).

If you need easier access to speaker notes, you can also choose to present over

AirPlay (using your own Mac) or an HDMI connector at the podium (using your own PC).

Auditorium Details:

If you are in the auditorium, you will have a wide-screen projector above and behind you with two mirror displays above and to your left and right.

The presentation Mac runs at the back of the room. We will record you on the auditorium system with either a wireless lavalier mic or handheld mic/stand.

If you prefer to work with a laptop on the podium so you can use speaker notes, you can present over AirPlay (using your own Mac) or an HDMI connector at the podium (using your own PC). If choosing the HDMI connector, please work with the AV team to test before your presentation—and don't forget to send me the slide deck as a backup!

How To Make Your Slides Easier To Read

- Use white/light text on a black/dark background.
- Use large, medium/bold-weight text with minimal background fussiness behind the text.
- Pictures are great! Just fill the slide and be careful overlaying text on the pictures.
- Slides can be in Microsoft PowerPoint, Apple Keynote, or PDF.
- All presentation screens are wide-screen (16x9).

Session recording details:

We will record, but we will not live stream.

Let me know if you do not want your session to be videoed.

We will limit access to recordings and slides to registered attendees. Attendees can view the recordings and slides but not download them.

We are happy to give presenters links to download their own recordings and share them as they wish.

Sometimes attendees ask to share recordings. When they do, we ask them how, where, and when they will share a recording—and we will get the presenter's permission before sharing.

Presenter Comfort:

We will have a green room available so you'll have a quiet space to chill before your presentation.

The room temperatures can vary somewhat, especially if we have an unlikely cold snap like last year. We suggest dressing in layers to make sure you're comfortable.

If you haven't registered yet, please do so on the website before arriving!

Contact seminar@ihcf.net if you have any other questions.

Thanks for saying yes, and we can't wait to see you!