

RCPA Alan BP Ng Education Centre

AV Specifications

The purpose of this document is to outline the Audio and Video specifications of the RCPA Alan BP Ng Education Centre.

Alan Ng Education Centre

- Display output – 103” plasma screen (16:9/4:3)
- 4 room floor boxes with HDMI inputs and power outlets
- Lamp to allow reading of notes in dim lighting
- Gooseneck microphone
- Lapel microphones x 2
- Handheld microphones x 2
- Free guest wifi
- Smart lectern
 - Wireless keyboard with mouse track pad
 - 4 USB inputs
 - In-built lectern monitor (mirrored to plasma screen)
 - Logitech presentation clicker

Presentations

To allow a seamless presentation please name your document as the following format ***FirstnameSurname_PresentationName (ie. JohnSmith_PresentationXYZ)***. All speaker presentations provided prior to the event will be loaded on the provided RCPA presentation laptop.

Mac users - If your presentation is created using Keynote on a Mac please exported as a PowerPoint file format or PDF, see link https://support.apple.com/kb/PH26007?locale=en_US

Email

Speakers can email their presentations to presentation@rcpa.edu.au, this is a non-manned email please do not contact with queries/requests. In email subject heading please include speaker name, name of event, and date (if applicable) – ie. *JohnSmith_Microbiology_02042019*.

USB

If presentation file/s are too large for email-based delivery speakers can bring them on a USB. Please have USB reformatted as FAT32 or NTFS format.

If you are experiencing difficulties, please send enquiries to administrator@rcpa.edu.au