

The Speaker Preparation Centre is a shared facility located on the ground floor of the Convention Centre, behind the Customer Service Desk.

Features:

- computer workstations available for last minute changes to presentations
- presentations reviewed by one of our experienced team members
- fully equipped rehearsal rooms to simulate typical meeting room setup
- comfortable and private space for practicing speeches
- access to high speed internet.



OPENING HOURS

Monday – Friday: 07:30 – 16:30 or by arrangement

Saturday – Sunday: by arrangement only

SPEAKER PREPARATION SERVICE - COMPLIMENTARY AND PAID OPTION

The Speaker Preparation Centre can act as a hub or meeting point for presenters and event organisers. For basic functionality such as finalising any last minute changes to presentations, access is complimentary. Depending on the degree of personalised service you require, an upgrade to a paid option may be more suitable. This would be recommended for an event with multiple speakers and presentations needing to be collated prior to the event start date, based on the program and room allocation for each speaker.

FUNCTIONALITY	FREE	COSTS APPLY
Greeted by Speaker Preparation Manager on arrival	✓	–
Access to high-speed internet	✓	–
General content questions	✓	–
Advice and help with formatting	✓	–
First come first served	✓	–
Dedicated operator for personalised service	–	✓
Private rehearsal space	✓	–
All presentations collated prior to the event start date, based on the program and room allocation for each speaker	–	✓
Presentations pushed to meeting rooms via network	–	✓
A holding slide with graphics that hyperlink to each speaker’s presentation in order of the program	–	✓
Speakers take their saved documents on USB to their allocated meeting room where they will be loaded onto the in-room computer	✓	–
A3 multi-function laser printer	–	✓

Please consult your AV Project Manager for more information and pricing.

We require notification of your booking no later than 20 business days prior to the event.

FAQ

What computers and software are available?	<p>ICC Sydney desktops, laptops and smart lecterns use the latest Microsoft Windows operating system and MS Office suite. We also have the ability to convert most audio, video and graphics media if required urgently.</p> <p>A Mac computer can be supplied providing notice is given in advance - additional costs apply.</p>
What security protocols are in place?	<p>All computers are updated regularly to ensure they are equipped with latest security software and are wiped post event to ensure presentations are not accessed by other users.</p>
Can presenters access rehearsal space?	<p>Yes. We have two dedicated acoustically treated rehearsal rooms in the Speaker Preparation Centre set up with a lectern identical to our smart lecterns in each meeting room.</p> <p>The rehearsal rooms work on a first in first served basis and are able to be booked prior to arrival through your AV Project Manager or via our Speaker Preparation Manager on the day.</p>
How are presentations controlled from stage?	<p>We have a Logitech remote slide advancer available in meeting rooms when using our in-built computer at the smart lectern, along with a mouse and keyboard all clearly marked for the presenters convenience and comfort, at no additional cost.</p> <p>In our larger conference rooms, we provide an AV technician/operator and a laptop. Our operator is responsible for ensuring that each presentation is displayed at the appropriate time, taking the stress away from an often already nervous presenter.</p>
How can presenters see what is on screen behind them?	<p>We have a slim-line 10" LCD monitor built in to our smart lecterns that displays an identical image to that on the large screen. The presenter can see exactly where they are up to at a glance. Additional 40" LCD fold back monitors can be installed in larger rooms at a cost.</p>
Can presenters bring their own laptop?	<p>All smart lecterns can be provided with the facility to plug in a laptop at the lectern, via HDMI. Please advise presenters to bring the appropriate dongle/adaptor for their device.</p> <p>We do not supply dongles/adaptors.</p> <p>We recommend any presenter using their own device visit the Speaker Preparation Centre to ensure seamless connectivity and to notify the appropriate technical operators.</p>
What format should presentations be in?	<p>All displayed images (projection or LCD screen) are in 16:9 widescreen and are HD resolution (1920 x 1080).</p>
What format should videos be saved in?	<p>.MP4 (H264)</p> <p>.MOV (H264) only if played outside of PowerPoint</p>