

AV - Information and Prep

AV + Tech Included:

- High speed Wifi
- A high definition projector and screen
- Microphone access (*up to 3 included. Additional mics available to rent*)
- Vue in-house staff to help connect and troubleshoot throughout your meeting
- The ability to play music either through Vue's tablet or Client device. *Vue tablet: loaded with Spotify (paid version) & Pandora (free version)*
- 1 Mac or PC laptop is available for client use. **see projecting / presenting tips below*

Connecting to the Projector:

- Our projectors may be connected to Client device through several means, including but not limited to HDMI, VGA, and wirelessly (Apple TV).
- HDMI is the simplest, most common, and trouble free. Our standard connection is HDMI, however we have converters available for VGA, DVI, and thunderbolt (for Macs).
- If the Client laptop does not have one of these ports, please bring connect us ahead of time and/ or bring your own adapter.

Presenting / Projecting Tips:

- We always recommend testing AV prior to your event. (*small to medium meetings - first thing in the AM is typically fine. For conferences or meetings with more involved AV, we recommend testing at least 1 day in advance.*)
- Typical PowerPoint presentations use a 4:3 ratio, so the screen will have a black border on either side, unless you build the presentation using 16:9. On such a large screen, the borders on either side do not deter from the presentation, so many people keep the 4:3. (*however, if you want to fill the screen, switch to 16:9 ratio prior to creating your presentation. NOT AFTER*)
- If you plan to use the Vue Mac, make sure to check slides once loaded on the Mac (sometimes fonts will adjust when transitioning from a PC to a Mac).
- Vue's secondary screen is a 65" mobile flat screen monitor. (\$50 rental). Client will need a separate laptop, with and HDMI port to feed this monitor (*and it is not connected to Vue speakers. Although we can connect a mobile speaker to it*). The two screens are not integrated, i.e. they do not play the same thing from the same device.
- If you are using a laptop to play your video, other than the one it was created on... always test your video on a new computer before trying it at Vue. (to make sure the file saved properly)

Videos

- Where possible, video within a presentation should be saved locally, rather than web hosted. (at least as backup option)
- Internet Explorers sometimes has issues with audio when projecting videos (we recommend Chrome or another browser)
- Always test videos prior to your meeting
- **Volume:** Presentations with embedded audio and video should be tested utilizing external speakers. Often volume levels vary widely between video and audio sources (youtube, for example). It is preferred to have a normalized volume for different sources as to prevent the need to adjust on the fly. Clients are responsible for adjusting volume levels for each video if there is a variance.

Redundant Storage

It is advised to have multiple storage options for presentations: *i.e. saved locally and also on a flash drive.*

VPNs (Virtual Private Network)

If your organization uses a VPN for networked computers, presentations should be created outside the network as encryption may prevent files from being shared or played once on Vue's network. (check with your IT department prior to your meeting to ensure your VPN will not present any issues using your laptop for your offsite meeting)

Web Conferencing

- Vue is equipped to support a variety of web conferencing needs. However - it is very important to let us know in advance, so we can set up accordingly. (*day of notice potentially, may not be accommodated*)
- Please arrive early to test your web call. (*setup a test call so your Vue meeting host can help you call in and test to ensure everything will go smoothly*)
- Web based calls only: Vue does not have a landline conference system, so all conference calls must use a web based solution. (such as Skype, Blue Jeans, Webex, etc).
- Video conferencing is also available - please let your host know prior to your meeting that your call will involve video conferencing.

Video Production

- Vue does not provide solutions or support video recording or live streaming.
- If the Client hires an external video production team, please be sure to contact Vue well in advance of your meeting. The video team should connect with Vue to discuss the potential for tapping into the house system to record audio. (Use of house sound equipment for audio is not guaranteed and additional fees will apply).