

Technology Guidelines

Thank you for renting the IU Auditorium! In order to make the event and rehearsals run as smoothly as possible, we have developed a list of technology specifications. Please direct any questions to [Erin Jennings \(Events Coordinator\)](#) or Maria Talbert (Events Manager). Thank you!

TV Monitors in Grand Foyer/Lobby areas

- Dimensions of TV monitors (2) are 16 x 9.
- Your PPT or video can be played on a PC computer or a DVD player.
- Sound attached to a PPT or video can be amplified through the lobby speakers.
- Please do not include a home menu (or root menu) on DVDs.
- PPTs and videos should be set up to repeat or be on a constant loop.
- The PC will support videos made/played on Windows Media Player, QuickTime, and PowerPoint.

Backstage

- Audio
 - All music should be burned to a CD with audio files only (.wav files).
 - Please do not burn any audio files that have been compressed.
 - Please have all CDs labeled appropriately.
- Video
 - The image you see on the computer screen is the image you will see on the projector (mouse arrow and all). So if you have an interactive presentation please keep in mind that they audience will see the mouse arrow on the projector as well.
 - Format for Video and PowerPoint (for projection) is 4x3.
 - All PPTs should start with a title slide or event logo. This will be used as the “walk-in” slide for patrons.
 - Our presentation platform is Windows based (Office 2010 – backwards compatible). Arrangements for Mac-based presentations can be made upon request.
 - Although, we cannot use a combination of Mac and Windows based presentations.
 - All videos work best if played through the DVD player (can be made on a Mac or PC).
 - Best file formats would be:
 - .WMV
 - .AVI
 - .MOV
 - Must be authored by Video_TS directory
 - Audio for presentations
 - Best to use a CD if audio is wanted for a picture slideshow.
 - If different audio clips are necessary for each slide, then please embed in the PPT.

Do NOT Use

- Data DVD (as delivery device) where files are saved/burned/stored