

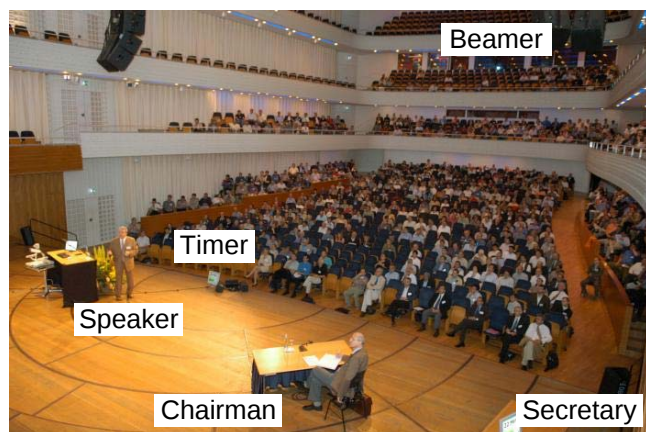
## A PRESENTATION SYSTEM TO SUPPORT SPEAKERS AND CHAIRMEN

M. Heiniger

*On the occasion of organizing the 9<sup>th</sup> European Particle Accelerator Conference (EPAC 2004) in Lucerne, Switzerland, a presentation system was designed, set up and used successfully during the conference. The motivation was to minimize the possibility of problems during the presentations.*

### INTRODUCTION

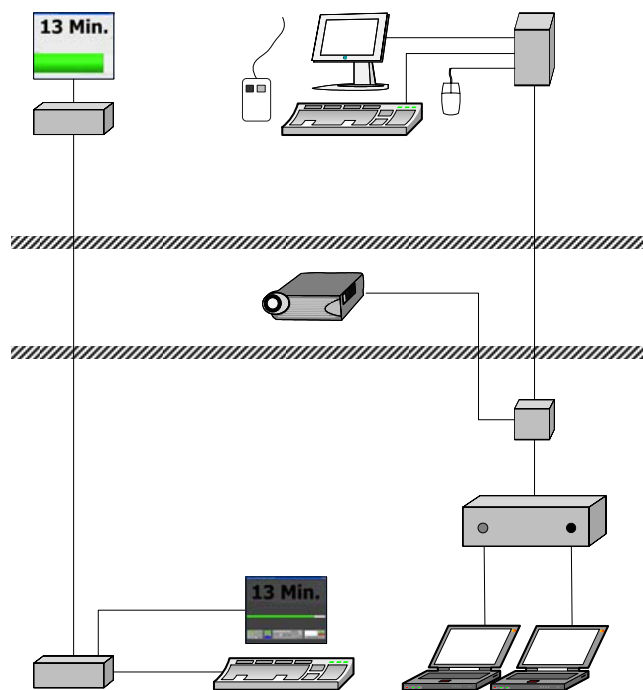
The variety of electronic presentation equipment is increasing and there are a lot of different products on the market. If a conference or a workshop has to be organised, the planning of the presentation setup must not be underestimated. A well designed presentation system contributes to the success of a conference. Problems with the presentation system result in an increase in stress and time delays. This is especially critical at conferences with parallel sessions. Therefore, a setup was designed, installed and successfully used during the 9<sup>th</sup> EPAC conference [1], which took place at the at the Lucerne Congress Centre, Switzerland [2] in July 2004.



**Fig. 1:** EPAC 2004 opening session in Concert Hall.

### PRESENTATION SETUP

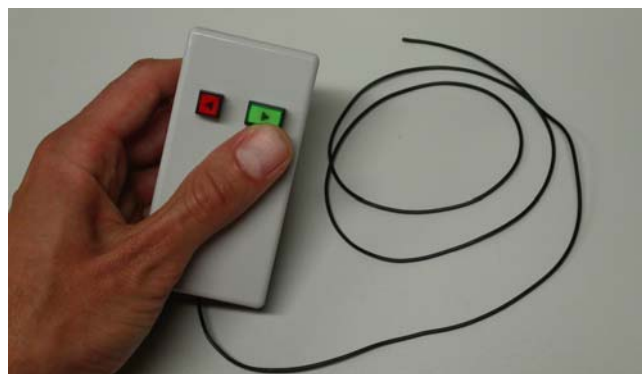
In order to minimise the switching time between presentations, two laptops were used in both halls. The audience sees only presentations in full screen mode. One laptop runs the current presentation while the scientific secretary prepares the following presentation on the other laptop. After the speaker has finished his/her talk, the scientific secretary switches to the other laptop by pressing a button on a commercially available VGA/USB switch. Both laptops are located on the desk of the scientific secretary. There is no laptop "on-stage" on the speaker's desk. Nevertheless, the speaker has full control over the presentation. The speaker's desk is equipped with keyboard, mouse and control monitor. These devices are connected via an extender and twisted pair cable to the VGA/USB switch. Additionally, the speaker can control the slide show with a Remote Slide Control. All speakers have to be informed about the conference presentation setup in advance.



**Fig. 2:** Presentation setup schematic.

### REMOTE SLIDE CONTROL

Commercially available wireless mouse devices and presenters are very sophisticated and have too many buttons. Therefore they are not suitable for a large conference. It is not practicable to introduce complicated equipment to speakers. There is no time to give instructions. In order to have a simple way of switching between slides, a commercial wireless mouse was modified and put in a smaller case with only two buttons. The range of action could be extended up to 15 meters.



**Fig. 3:** The Remote Slide Control contains only two buttons: "Previous" and "Next".

## SUPPORTING THE SPEAKER

During a running presentation, the scientific secretary has full control over the presentation. That means he/she can help the speaker "online" if the speaker has a problem with the presentation. Using two laptops has the additional advantage of having redundancy in case of hardware or software problems.

## UPLOAD OF PRESENTATIONS

For EPAC 2004 the uploading of presentations was possible before the conference through the conference website using the JACoW [3] server. When the conference officially started, a "speaker presentation office" was available for participants with oral presentations to upload and test their presentations. The laptop in this office was identical (hardware and software) to the two laptops in the presentation hall. It was also possible to upload presentations directly at the secretary's desk via USB memory stick or CD. The content of every presentation was checked in advance and the author was informed in case of layout problems. Before each session started, the folder containing all presentations for the session was downloaded onto the hard disks of both presentation laptops using a local area network.

## SPEAKER TIMER

Using a bell, a "traffic light" or a note sheet to inform the speaker about the impending end of his/her talk appears a bit out of date. The new idea was that speakers should be kept informed at all times during their talks about how much time is left. Therefore, a software application was developed using a master and client system running on a standard computer.



**Fig. 4:** Screenshots of Speaker Timer (secretary's screen and speaker's screen).

The scientific secretary is able to set the talk length in minutes. The speaker has a dedicated monitor displaying the remaining minutes and a bar which gets smaller and smaller. Depending on the setting, the bar turns yellow and later starts to flash red. It is also possible to send text messages to the speaker while he/she is talking. All this information is not visible to the audience.

## CONCLUSIONS

The presentation system was successfully used first at the EPAC 2004 conference. The Remote Slide Control was lent out to be used successfully at the 12<sup>th</sup> LINAC Conference in Lübeck, Germany [4]. The complete presentation system was used a second time at the 3<sup>rd</sup> International Workshop on Beam Orbit Stabilization (IWBS2004) in Grindelwald, Switzerland [5, 6].

The use of the described presentation system with two preconfigured laptops per hall has proven to support the speakers and chairmen to keep the conference schedule on time.

All parts of the presentation system are available at PSI for future use at conferences and workshops.

## REFERENCES

- [1] 9<sup>th</sup> European Particle Accelerator Conference (EPAC 2004), Lucerne Congress Centre, Lucerne, Switzerland, July 5 - 9, 2004, <http://accelconf.web.cern.ch/accelconf/e04/default.htm>
- [2] Lucerne Congress Centre, Lucerne, Switzerland, <http://www.kkl-luzern.ch>
- [3] Joint Accelerator Conferences Website (JACoW), <http://www.jacow.org>
- [4] XXII International Linear Accelerator Conference, Lübeck, Germany, August 16 - 20, 2004, <http://www.linac2004.de>
- [5] 3<sup>rd</sup> Int. Workshop on Beam Orbit Stabilisation, Grindelwald, Switzerland, December 6-10, 2004, <http://iwbs2004.web.psi.ch>
- [6] M. Böge, *Summary of the 3<sup>rd</sup> Int. Workshop on Beam Orbit Stabilization IWBS2004*, PSI Scientific and Technical Report, 2004, VI.