



AUDIO/VIDEO SETUP GUIDE FOR EVENT SPEAKERS

The **Logitech Spotlight Presenter** Device will be used instead of traditional laser pointing device. This device allows us to record areas being referred to for more effective learning of the course videos. The device has a built-in gyroscope allowing it to be used in any direction (left, right, up, and down).

The **Spotlight** button (highlighted in pink below) activates the red highlighter on the projected screen and LCD Podium screen simultaneously - if red highlighter does not immediately show, press the spotlight button for 3-4 seconds to wake up the device, and then use as normal.

NEXT
SLIDE

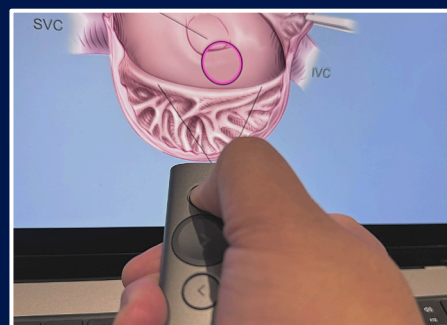
LAST
SLIDE



EITHER

POINT TO PODIUM LCD SCREEN

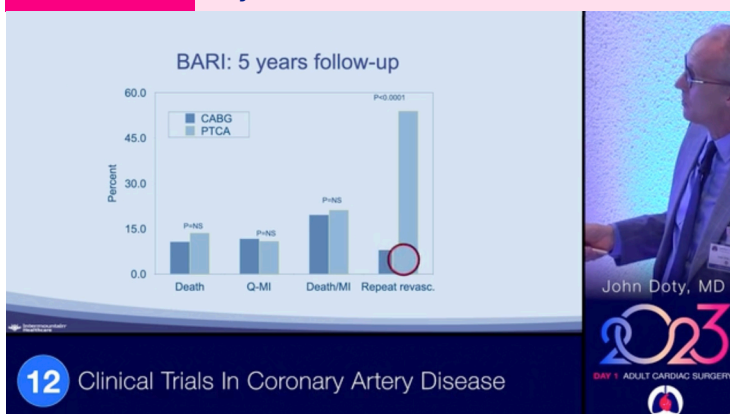
This is comfortable as you are facing forward the audience with the monitor in view). Wrist movement will increase motion of the highlighted area.



OR

POINT TO PROJECTED SCREEN

Use what is best for your presentation style and comfort



SPARE LOGITECH SPOTLIGHT DEVICE AVAILABLE FOR PRACTICE AT RECEPTION

The Logitech Spotlight is relatively simple to use and will take no more than 2-3 minutes tutorial for those who have never used one. The AV team in the theatre can also provide a quick tutorial.

HAVE YOU SUBMITTED YOUR PRESENTATION SLIDES TO US?

It is important for presenters to submit their presentations to us via our Wettransfer download link. This will allow the AV team enough time to sort the slides and also ensure the Logitech Presenter Software is setup on their computers correctly. Please submit presentations using the url as shown:

<https://londoncoreview.wetransfer.com>

