

# IPEIA Pre-Conference Meeting AV

MB 156

MB 251

MB 252

MB 253

ETCB

PDC 102

KC 202

KC 204

KC 206

KC 208

KC 302

KC 304

KC 306

KC 308

KC 310

KC 305

## All Rooms include:

- Projector and Screen or TV for PowerPoint
- Sound for videos in presentations
- Wireless Slide Advancer w/Laser

## Add Ons:

- Conference Speaker Phone \$157.50/day (12 attendees max., no tele-conference bridge)
- Hardwired Ethernet Connection \$66.25/day
- Laptop Computer (PC) \$116.25/day
- Podium and Microphone w/sound system \$235/day\*
- Wireless Microphone w/sound system \$265/day\*

**AV support ordered in advance  
will receive priority service.**

\*Only Applicable to:  
MB251, MB252, MB253, KC305

# IPEIA Presenter Instructions

- Connect your presentation computer to the provided HDMI (or VGA) cable and ensure Presentation Mode is enabled on your computer.
- Connect the 3.5mm Audio Connection to your computer if sound is required. This step is not required if you are using an HDMI connection in Kinnear Centre (KC) meeting rooms. You can adjust the volume on your computer if necessary.
- Plug the Wireless Slide Advancer USB receiver into a USB port on you computer. The Slide Advancer may take a minute to install the driver software. **Do not forget to remove the receiver at the conclusion of your meeting.**
- If you are experiencing difficulties with the AV equipment, please call Banff Centre Technical Services office at **403-762-6602** or **ext. 6602 from a house phone** with the room number of your meeting and brief description of the difficulties.