

## Guidelines for the Speaker Presentations at the Howard County Woodworkers Guild (HCWG) monthly meetings

1. These guidelines apply to both HCWG members as well as non-member (guest) speakers.
2. Scope of presentations should be consistent with promoting knowledge in woodworking.
3. Presentations should be a minimum of 45 minutes not including questions at the end.
4. Presentations should be a maximum of 60 minutes not including questions at the end.
5. Presentations usually start approximately 10:10 am i.e. shortly after the meeting begins. **Presenters should aim to conclude their presentations including questions by 11:15 am.**
6. Presentations can be hands-on, Powerpoint (or equivalent), JPGs, DVD or some combination.
  - The Florence Bain Center provides an 80-inch Sharp HDTV with 2 usable HDMI inputs to connect the HCWG video camera as well as a laptop (or desktop), tablet, or smart phone.
  - The Florence Bain Center provides a Sony Blu-ray player to manually cycle through a set of JPGs or play a DVD. Note: The Sony Blu-ray player is not connected to the HDTV via HDMI.
7. **It is presenter's responsibility to bring any tools (hand or power), accessories (glue, stains, sandpaper, etc.) required to execute their presentation.** The HCWG does not provide laptops, thumb drives, tablets, or smart phones to assist the presenter. The HCWG does not provide any software to assist the presenter.
8. The Bain Center can provide to the HCWG a flip chart if requested for a presentation.

## IT Requirements for presenting at the HCWG monthly meetings (and Show and Tell as appropriate).

1. The HCWG has attached two 3 foot extender cables to the side of the Sharp HDTV since it requires a ladder to connect any HDMI cable to the HDTV. These extender cables are accessible at eye level. These cables both have a **female** HDMI interface available for use.
2. The HCWG also provides 2 HDMI cables (a 6 foot and a 10 foot cable) to connect to the HCWG video recorder and a laptop or tablet or smart phone. These cables have a **male** HDMI interface at each end of the cable.
3. Thus any laptop/tablet/smart phone used by the presenter must possess a **female** HDMI interface.
4. Modern Windows PCs have a female HDMI interface. There are numerous non-

Apple smart phones and tablets on the market. **It is the presenter's responsibility to provide the appropriate adapter to convert video/audio on their device to HDMI with a female interface.**

5. **Apple Macs as well as IOS devices (tablets and phones) do not have an HDMI interface thus a converter is needed.** For MACs with a Mini DisplayPort interface the HCWG provides a Mini DisplayPort to HDMI Adapter. This adapter has a female interface so we are in good shape here. **Older Macs require a different adapter that the HCWG does not provide. This would be the responsibility of the presenter to provide. For iPads and iPhones the presenter would need to provide a Lightning Digital AV Adapter.** This adapter also has a female interface so it would connect to the HDTV seamlessly with the cables we have on hand.
6. **The HCWG does not provide a VGA converter to HDMI** so unless the presenter has one that is not an option for use with the Sharp HDTV.
7. Absolutely positively do not put a Powerpoint (or equivalent) presentation on a thumb drive. It will never work!!!!!!! Only put JPGs on a thumb drive.
8. JPG files on a thumb drive are ordered alphanumerically when displayed for presentation on the HDTV so keep that in mind when you name your files. Something simple like A100.jpg, A101.jpg, A103.jpg, etc. works well.

**Note:** The HCWG video camera is used to project any hands-on component of a presentation onto the HDTV to the membership in attendance. Additionally the video camera can record the presentation to generate a DVD for the benefit of the membership at a later date.