Hello Swanconers

It’s Andy the A/V guy, I’m writing primarily to the panellist in regards to techie stuff about this year’s convention to make sure everyone is prepared when it comes to A/V. Even if you are not a panellist you might find this information useful☺.

Several of these items will refer to the Diagram attached in regards to cable plus and connections, to assist in identifying what you have and things to consider when using them.

Things that you should consider before attending:

* Does the panel need to use a projector?
	+ What kind of connection does my device use?
	+ Does my connection mean I need to change some settings (HDMI usually overrides sound output)?
	+ How do I change those settings
	+ Does my connector obscure other connectors I’ll need? (This issue occurred last year where a VGA connector was right next to the audio jack and most cables couldn’t fit)
	+ Would the ‘blank’ feature of the project be useful? Take into account if you need to be next to the projector as some might not have remotes.
* Do I need to play sound?
	+ What kind of connection does my device use?
	+ Does my connector obscure other connectors I’ll need?
	+ How do adjust the volume? (shortcut keys are better than having to use the applications interface, make sure you know them)
* Am I using someone else’s device for the presentation?
	+ Does this device have the correct applications? (Older office suite applications aren’t always capable of opening certain file types).
	+ Have I tested my presentation on this device?
	+ Do I know how to change the settings (like the above mentioned audio setting when a HDMI is plugged in)?
* Does the panel need other requirements?
	+ Whiteboard or butches paper
	+ Pens
	+ Specific microphone stands
	+ Internet connection
	+ Additional power point

Here are some tips and tricks when it comes to A/V stuff

* Before your panel, come to your room and connect your devices and test all the features
	+ There is a panel called ‘Meet the A/V Guy” at the beginning of the convention to allow panellist to test their equipment and to ask me questions.
* Make sure to copy any files that you plan to use off a USB and onto the device (Some devices are not capable of reading the data quick enough to play/use without issues occurring, anyone who attended the anime screenings two years ago can attest to this)
* If you need to use the internet at a panel, make sure you can get a clear enough signal (make sure to test it and not rely on the signal icon)
* If you are attempting to hide file names from the audience for big reveals (Trailer park)? make sure the files are called something that you know what it is but doesn’t give it away. I suggest you number the file in order so you don’t need to go hunting for them c:\swancon panel\1-trailer.

For your information I plan to have the following items present in all panel rooms.

* 1 x Microphone (more for bigger rooms)
* 1 x Projector
	+ 1 x HDMI cable
	+ 1 x VGA cable
* 1 x 3.5mm audio jack cable
* 1 x 4 outlet power board with long cable.

Any other specific equipment/cable/dongles needed will need to be arranged with myself or provided by the panellist. Here is a list of other connection that I plan to have available however in limited supply so check with me before you actually need them.

DVI to VGA dongle

HDMI to VGA dongle

Mini display to HDMI dongle

Micro HDMI to HDMI dongle

Dual RCA to 3.5mm jack

6.5mm to 3.5mm jack

XLR to 6.5mm jack

XLR Male to Male connector

Cat5 cable

3.5mm extension cable

Male 3.5mm to Female 3.5mm

Male 6.5mm to Female 6.5mm extension cable

Extension cords

XLR cables

