User Guide for IT Presentations (2026 Edition)

Equipment & Responsibilities

If you plan to include an Audio/Visual (AV) presentation as part of your performance to bring your set to life, please review the following guidelines:

1. **Bring Your Own Laptop:** Each band is responsible for bringing their own laptop to the festival.
2. **Device Compatibility:** Windows laptops are recommended, though Apple/Mac devices are also welcome. All devices will need to have a HDMI to connect to projectors/presentation equipment. If using audio as well, then it is recommended to also use a device with a 3.5mm audio jack.
3. **Device Management:** Bands are responsible for their own hardware, software, and presentation delivery. WFB committee members and volunteers will be on hand to assist with connection points but cannot manage individual laptop operations.
4. **Operating Your Laptop:** We recommend assigning a band member or an additional non-playing team member to handle operating the machine during your set (e.g., starting and stopping slides). Please check our full festival rules for details on non-playing staff roles.
5. **Provided Equipment:** Refer to the equipment list provided below to see what connections are available in each venue hall.

With many bands incorporating AV into their performances, providing custom technical support for every setup is beyond our current volunteer capacity unfortunately. These guidelines above mean you'll be working on your own device ensures you are using software, settings, and hardware you know well. Please test your setup thoroughly before arriving on contest day.

Presentation Software

PowerPoint and other presentation tools are all suitable. We recommend having someone in your team who is familiar with your chosen software in case minor adjustments are needed beforehand. Once your set begins, adjustments can be tricky, so pre-checking is key.

Device Connections

- **HDMI:** Standard full-size HDMI is our default venue connection. (VGA is not supported by the venue's display systems.)

- **Adapters:** If your laptop uses Mini HDMI, USB-C, or Thunderbolt/DisplayPort, please remember to bring a reliable adapter to convert to full-size HDMI.

Design Guidelines & Best Practices

- **Aspect Ratio:** Set your slide dimensions to **16:9 widescreen**, which matches the standard venue display ratio.
- **Slide Transitions:** Rather than using automatic timed transitions, we recommend using a wireless clicker, mouse, or spacebar to advance slides manually during your set. (For those looking for a wireless clicker, this one works a treat! https://amzn.eu/d/0aJuTHdL)
- **Font Legibility & Contrast Choice:** Stick to 2–3 clear fonts and ensure text is large enough to read from 20 meters away. Clean images and high-quality graphics often communicate better than dense text! Light text on a dark background or dark text on a light background works best for high visibility. Avoid overly complex decorative fonts.
- **Copyright Notice:** Please ensure all media (video, audio, graphics) used in your presentation is properly licensed or original content to protect both your band and the festival from copyright infringement.
- **Media File Integration:** Embed video and audio directly into your main presentation file rather than linking to external files or websites. This prevents broken links or playback issues during your performance. There is no WiFi provided onsite so make sure your presentation is fully downloaded on your device before arriving on contest day.
- **Screen Placement:** Keep critical text and graphics near the upper or centre portions of the screen so they remain visible above equipment on stage, otherwise it may get cut off by players or instruments!

Rehearsal & Testing Checklist

- **Screen Mirroring / Dual Displays:** Test your laptop connected to an external monitor prior to the event.
- **Clickers & Remotes:** If using a wireless clicker, test its range during rehearsals and ensure the USB dongle is packed with your equipment.

Helpful Checklist for Event Day

Do:

- Keep a backup copy of your final presentation in a separate folder or on a clean USB flash drive.

- Bring your laptop's power cable and charger and make sure it's fully charged!
- Verify all required USB dongles (for mice, clickers, etc.) are packed.
- Keep all presentation files and media embedded in or saved alongside the main file in a single folder close to the root drive.
- Keep software and operating systems updated prior to festival day.
- If using Audio to narrate throughout your performance, plan for the worst-case scenario and have a script ready to hand so if an issue occurs it doesn't ruin your performance.

Avoid:

- Running unnecessary background applications or updates during your presentation.
- Relying on laptops with worn-out batteries or faulty charging ports without a steady power source.

Testing your AV on the day:

This year, we will trial timeslots for bands to test their equipment. This will be led by committee members, Nathan Groombridge and Josh Johnson.

Championship Section

- Bands 1-6/Any Band: 08:30 - 09:15 (NG)
- Bands 7-12: 13:00 - 13:20 (JJ)
- Bands 13-18: 16:30 - 16:50 (NG

1st Section

- Bands 1-5/Any Band: 09:15 - 09:40 (NG)
- Bands 6-10: 12:30 - 12:50 (NG)
- Bands 11-14: 15:30 - 15:50 (JJ)

2nd Section

- Bands 1-5/Any Band: 09:45 - 10:10 (NG)
- Bands 6-10 - 13:00 -13:20 (NG)
- Bands 11-12 - 16:00 - 16:20 (JJ)

3rd Section

- All Bands: 16:30 -16:50 (JJ)

4th Section

- All Bands: 10:15 - 10:50 (NG)