

AV Manager Job Description

Duties & Responsibilities:

1. Care, Upkeep, and Transportation of PCOGS AV Equipment
2. Downloading and Organizing the PowerPoint slide sets for the annual meeting
3. Setting up the AV equipment and running the slide presentations at the meeting

The details:

1. Care, Upkeep, and Transportation of PCOGS AV Equipment (computer, projector, wireless slide advancer/LASER pointer, Bluetooth mouse)

- A) Install and update any needed software, such as the antivirus program, Windows, and PowerPoint well before the meeting; have fresh backup batteries available at the annual meeting for pointer & mouse
- B) Advise the Board of Directors if any equipment is failing or becoming obsolete; although not an official Board member, you will usually be invited to the Board meetings, including the interim Board meeting in March, to address AV issues
- C) Transport the equipment to and from the meeting sites; it must be “carried on” to airplanes, trains, busses, etc. and not placed in “checked baggage” or shipped, since it is very fragile

2. Downloading and Organizing the PowerPoint slide sets for the annual meeting

- A) Linda Hinrichsen will notify all presenters well before the meeting that their slides are to be emailed to you at least 10 days before the meeting starts; she has a detailed form letter, and you set the deadlines for first draft and final version
- B) Once slides are received, run through them quickly to see if there are any obvious problems; it is not your job to proofread them, although you can fix any gross “typos” or formatting issues if you have time
- C) Be particularly careful with slide sets containing video clips; you must receive both the video file as well as the slide file for the video to run properly
- D) Immediately after reviewing a downloaded slide set, reply to the author/speaker that you have their slides and have run the slide show without problems (if that is

- the case); obviously you would report any problems that you discover to them; if the number of slides seems excessive you should comment on that; remind them of the time limit for their talk and to bring a backup of their slides to the meeting
- E) Some presenters will require “reminders” that their slides are due/overdue, and Linda Hinrichsen will do that for you
 - F) Discourage last minute revisions or “tweaks” of slides; in fact, the Board has agreed that no revisions have to be accepted less than 24 hours before a presentation is scheduled
 - G) Discourage the use of USB or thumb drives to load slides directly on to the PCOGS computer because of the risk of virus transmission; emailing them to a site that scans for viruses before you download is much safer
 - H) If necessary, you can allow a special invited guest speaker to use his/her own computer to deliver their slide presentation, especially if they would be the last speaker of a session; this may also be necessary if a presentation cannot be emailed or will not run properly on the PCOGS computer; the President is always offered this option for the Presidential address
 - I) Bring a backup USB drive, containing all of the slide sets, with you to the meeting,
 - J) At the meeting, organize the slide presentations for each session the night before; line up the icons on the “Desktop” in the order of the talks; I like to save the .ppt/.pptx files as a .ppsx file, so that when the icon is clicked the slide show will begin immediately; if there is a formal discussant with slides, have the icon for those slides on the “Desktop” next to the presenter’s icon

3. Setting up the AV equipment and running the slide presentations at the meeting

- A. Meet with the local resort AV supervisor and check out the setup of the main room Wednesday P.M. or very early Thursday morning; make sure you have the power and AV cabling necessary at the podium and projector site; make sure the 4 microphones work properly; get familiar with the basics of the audio control panel; understand how to operate the room lighting controls and presets
- B. Personally setup the equipment at least 1 hour before the meeting is called to order each morning; do this before going to breakfast or your caucus meeting on Friday morning; be sure the cap is off the lens before starting up the projector; test and adjust the projector and run the “PCOGS information” slide set, which you should prepare/update each year
- C. Discourage speakers from more than a brief “practice at the controls” and only with you present
- D. Save yourself 1-2 seats as close to the podium as possible; make sure the Bluetooth mouse will work from there

- E. Have a contingency plan in case the computer or projector fails; the local resort AV person should have a backup projector available (or the room may be equipped with a built-in projector)
- F. Remove the computer, projector, pointer and mouse from the main room after the last talk of the day; keep this equipment in your own room until the following day
- G. When shutting down the projector, hit the "off" button, but leave the power cord plugged in until the fan cools down the unit; the LED light will turn red when it is OK to disconnect the power cord; the power cord always stays with the projector
- H. The projector (and possibly the computer) will be needed for the Presidential address on Saturday evening; they will need to be setup and tested at least 1 hour before the scheduled starting time; the equipment must be removed from the room immediately after the address and stored safely in your own room
- I. When the meeting concludes, you transport the equipment home with you until next year's meeting