



# SACKVILLE PHOTOGRAPHY CLUB

## PROCEDURES FOR SHOWCASE PRESENTATIONS

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### **Rationale:**

These procedures should make your involvement in making presentations easy – these guidelines will provide members with acceptable ways to give a presentation of their work – and thus make the evening flow better, be more enjoyable, and allow Club Members to learn from each other.

If your images are interesting to *you*, we want to see your efforts – no matter at what level - we all had to start from somewhere. If you have problems, questions, or wish to comment, or want comments, on your image(s), everyone will be supportive – we are all here to have fun and learn from one another.

### **What to consider:**

How does one go about building a presentation?

- What program will you use to make the presentation, or show on the computer.
- Decide whether you want the slides to show automatically (e.g. 1–30 sec. intervals)
- Or, advance each slide when you want it in your presentation, by indication to the operator.
- Will there be music accompanying?

### **Formats in use in the Club:**

**Time:** Each presentation should be limited to 10 minutes (including your commentary).

**Size:** There is no upper limit to the size of the digital image; the system will automatically re-size the image properly to show on the screen for you. It is important that you do not make the image size too small: no less than 900 pixels on

the longest side. Please see Terry Crowell, or other members, if you have problems with this aspect (however, it is not critical so don't let it hold you back).

**Type:** JPEG or .jpg is our preferred standard, unless other specialty features are being presented.

**Presentation inventory you bring to us:** Please bring images in on a CD or other USB-friendly device (thumb drive, USB drive, memory stick, etc.). You should ensure that every slide is in the right aspect, that is, upright (landscape or portrait style). Make sure they are in the right sequence and that unnecessary, bad or unwanted slides are omitted.

## **Presentation Software:**

For a self-running presentation bring in your disk, or memory stick, as prepared above and the projectionist will do the rest. You can use Software such as IRFANVIEW (this is a free download) or PRO SHOW GOLD for presentations. If you need to know how to use, or prepare a show using any of these, many members have these programs and are willing to either show you or assist you in putting together a show.

For non-self running shows (where you advance each slide as you need it) we mainly use POWERPOINT, ZOOMBROWSER, or WINDOWS MEDIA PLAYER. For this type of presentation all you need to do is bring in your images (on some sort of medium to transfer to the Laptop). Many members have these programs and will be willing to show you how they work. Just give your file of images to the projectionist (Terry Crowell) before the meeting and let him know how you want to run it (which program, cue times for next slide, signal to use to advance slides, or take control and advance slides yourself, etc.).

Remember if needed a **Laser Pointer** or **light pointer** (arrow) is available to help you point out things about your images.

## ***PRESENTATION PROCEDURE:***

When you have, or know you will have, a presentation ready to show please tell the Presentation Co-ordinator at a meeting or by email. ----  
*remember **THE EARIER THE BETTER...***

Your Show will be put on a list and presentations will be shown, in order as they arise, on SHOWCASE Nights (this may change if there are cancellations or a SPECIAL Event).

We will attempt to show as many as feasible on any Showcase Night (if you have them prepared properly, as above, this will prevent delays and make it all run smoothly). If not shown that night, they will remain on the list in priority for future nights.

(Note: If you fail to appear at 2 consecutive meetings to show your presentation, it will be cancelled and you will need to have it put back on the list for later showing)

Each presentation will be announced by the projectionist (photo, subject, where, when, etc. - any other info you want). As a presenter, you can then give an introduction, or do the presentation as desired (you don't have to speak, but it is always great to hear from the photographer). In fact, if you have any special effects, techniques or other unusual images, we would love to hear about them and learn – keep any minute details to a 1-to-1 offering afterward.

Assistance: REMEMBER, a number of members are available to assist you in preparing your presentation (scanning, slide show prep., title slides, burning CD, music, etc.), at your place or theirs - JUST ASK !

#### **CLOSING REMARKS :**

***Presentations and showcases are the lifeblood for a great organization like ours, and having a stunning display can surely make your day and ours. Go for it!!***