



# Information for Speakers

One Great George Street  
Audio Visual Department



Presentations should be sent directly to the Audio Visual Team at One Great George Street by e-mail [audiov@onegreatgeorgestreet.com](mailto:audiov@onegreatgeorgestreet.com)

Presentations can be supplied in the following formats:

- USB memory stick
- Via email direct to the Audio Visual Department if smaller than 15mb.
- Via a web based transfer site if larger than 15mb, we suggest [www.wetransfer.com](http://www.wetransfer.com), no registration is required.
- The Telford Theatre and Godfrey Mitchell both support 16:9 or 4:3 aspect ratios, all other spaces are 4:3 only.

Video Playback can be supported in the following formats:

- WMV, MP4 or MOV files are supported on USB memory stick or file transfer
- DVD
- BlueRay (extra charges may be applicable)

All video files must be saved in addition to presentations, as videos are not always embedded within Power Point.

If possible, presentations and videos should be sent in advance to ensure the smooth running of the event.

Any questions related to presentations or videos should be direct to the Audio Visual Department on 020 7665 2060 or on [audiov@onegreatgeorgestreet.com](mailto:audiov@onegreatgeorgestreet.com)