

# Speaker & Contributor

## TECHNICAL PRODUCTION GUIDELINES



### Main Venue

Welcome to the speaker's team for Keswick Convention 2024. For consistency of communication from the platform, please note the following guidelines.

We are aware that some speakers are technical whizzes and others find the use of technology a burden. The guidelines below are provided so you can be heard and seen clearly, making the best use of the staging and AV facilities in place. Please do contact us if you have any questions.

**CONVENTION PRODUCER:** Terésa Lyons-Adams

**MOBILE:** 07930 414563

**EMAIL:** [teresa.lyons-adams@keswickministries.org](mailto:teresa.lyons-adams@keswickministries.org)

### Advance Communication

You will have been asked to advise us of your technical requirement via the completion of our online form (Information on your sessions).

As advised in the on-line form we would ask that you provide the following files via the upload function one week before your session/s:

**Handouts** for those attending your seminar/s or lecture (NB: to cut down on paper and printing our preference is to have handouts that conventioners and those watching online can download from the website).

**PowerPoint slides.** Please use the ppt templates we have set up. They can be found on the [useful information section](#) of the speaker portal.

For Bible readings, evening celebrations and lectures, please provide a **script or notes which will be used for out BSL Interpreters and Production Team.** These can be sent through to Carolyn South or uploaded on the portal.

While it very much helps us to have all material in-house one week before your session/s, we understand that this sometimes is not possible. Should that be the case, we would ask that you provide these no later than **48 hours** before your session/s.

Please use the facility on the speaker's portal to [upload files](#).

\*Occasionally there are compatibility issues between a speaker's technology and ours; it is important that our technicians check everything is in working order in good time before your session. Please note you may not be the only presenter in that session with material to be checked!

## On-Site Communication

Contact: **Terésa Lyons-Adams** (Convention Producer) you will be able to ask for her at the production desk at the rear of the main venue when you arrive. She will introduce you to the appropriate team members who will support you during your presentation.

## Main stage

### ON STAGE COMMUNICATION:

**REST AREA:** There is a "green room" area set up with comfortable chairs and tea and coffee facilities behind the stage.

**THE AIM:** Our aim is to avoid anything that will distract from what is being taught or presented. By standing in the right place, wearing the right colours, waiting for cues, communicating changes, using the technology well, we can reduce the number of things that might otherwise distract from the main focus.

**HOW DO WE BEGIN?:** Each session will commence with a cue from the Convention Producer who is positioned at the production desk at the back of the congregation. If you are chairing a session, please watch for your cue.

**THE STAGE MANAGER:** The stage manager (seated by the platform party) will also pass communications to and from the stage and will ensure you have water and running orders etc for the session.

**WHERE TO STAND ON STAGE:** The convention producer will advise you of any marks to hit, or areas not to stand in with regards to camera positions and visibility. Sometimes these will be marked by tape on the floor. Please arrive in good time before your session to share any such communications.

**FACE FRONT:** Avoid turning sideways to talk with your colleague / interviewee on stage. Encourage any children or guests on stage to face front too.

\* Turning to the person you are talking to on stage means turning away from your congregation and excluding them. Although facing front to answer someone next to you may feel awkward, it helps your interview / conversation to be heard and not "lost".



**MOVEMENT:** Please be aware (and avoid if possible) if you are a bouncer or a swayer! We all have funny little twitches – but these can be exaggerated on camera and be difficult to follow or watch.

**OFF STAGE MOMENTS AND Q&A SESSIONS:** Please advise the convention producer if you plan to have any off-stage interviews or a Q&A session involving the congregation. We need to plan camera positions and microphones with you.

\* Please repeat any questions from the floor that are not picked up by a roving mic.

**DRESS CODE:** Solid bold colours are best! Please note, some colours do not work on screen. Avoid black / white / small checks or stripes or busy patterns. You are easier to listen to if you do not visibly distract your listeners.

\* Black can produce a floating head effect / white causes problems with the cameras' light balance / patterns distort on screen.

**STAGE ETIQUETTE:** We are all working together as one team to communicate the information and message. Occasionally things go wrong and we need to work together if something does not go according to schedule.

- avoid referring to problems if you can move straight on.
- avoid blame! Always refer to “we” who have a problem if it needs to be mentioned at all.
- apologise only when things grind to a stop – otherwise keep moving. Apologies can in themselves be an unhelpful distraction.

\* This is not about “covering up”, but again about pointing towards where our focus should be and smoothing over any distractions! In our nervousness it is easy to refer to “they” who have made an error. This is poor teamwork and stage etiquette and is an unhelpful distraction.

\* Technical hitches are evident to viewers and listeners and therefore do not need underlining. Hitches often feel much bigger on stage than to those watching.



## Assisting Those with Disabilities

**Signing for the deaf:** We are regularly asked by the BSL Interpreters to provide scripts of all material used, from song words to recorded music, new songs to video clips (see note under video presentations regarding copyright) to the talks themselves. Please consider these needs when preparing your material. Signs required for some words often do not become apparent until later in the talk such as “mourning” and “morning”. Scripts or notes in advance can prevent these errors.

**Assisting the visually impaired:** Speakers often use visual aids to help make a point. Please be aware that there will be a number of people with visual impairments who will be excluded if you do not describe what is on the screen for them. Alternatively, if you can provide a printout of any visuals you intend to use, these can be distributed to those who need them in advance.

Please announce songs or give song lists in advance.

Your cooperation and communication with these issues are much appreciated and will make for a much smoother event. If you have any questions or need any help with your technical requirements, please do not hesitate to contact us. We will be very happy to assist you in any way we can.

## Sound

Everyone is used to the stereo-typed sound glitches at live events. It is possible though, and our aim, not to have any glitches! There are some do's and don'ts to help make things run more smoothly.

### MICROPHONES:

- › these will be switched on and checked prior to you going on stage.
- › if your microphone fails:
  - do not refer to this! (it is obvious).
  - repeat yourself two to three times.
  - look towards the Convention Producer / sound desk for direction
  - move to the lectern mic if you still have no sound
  - be assured that the technical team will be acting to fix things. The stage manager will also have spare mics they will bring to you if necessary.
  - please do not press buttons on your mic or mic pack.

\* all of the above can be followed through in about 3 seconds!



## HOW YOU CAN HELP:

**WALK, THEN TALK:** Avoid speaking directly out of the previous section and from an offstage position.

**REPEAT YOURSELF:** Saying your first few words twice helps your listeners re-tune to you from the previous speaker / musician.

**CHECK BEFORE:** You can check with your stage manager prior to walking forward that your mic is on and working.

## WATCH THE CONVENTION PRODUCER FOR CUES.

**SWAPS:** Avoid swapping hand-held mics without communicating to the stage manager.

**HOLD HAND-HELD RADIO MICS** where the colour coding can be seen by the sound desk and against your chin, below your lip for best sound! This means the mic stays put if you move your head.

**PROJECT:** Quiet and soft voices are still difficult to hear when amplified. Please project your voice whenever you are speaking – the sound engineer can adjust the levels down, but not always up enough if you are quietly spoken.

## COMMON MISHAPS:

- muting the pack or hand-held mic – whilst “just checking it”
- turning “on” a mic which is already on – and instead, turning it off.
- frequency drop-out – occasionally in places radio frequency will mysteriously disappear (drop-out or receive interference).
- speaking before arriving in position – overlapping with the previous section – the engineer misses your entrance and the cue.
- swapping mics (usually the hand-held mics) so the wrong one is made live.
- trying to speak off-stage using a headset or lapel mic – you need a hand-held!

## Video Presentations

**FORMAT:** It is important to communicate to us if you are using video before your speaking engagement, so we can check that we have the playback format you require. We may need time to transfer it to a more usable format!

**COPYRIGHT:** There are regulations on what you can show publicly, and your own church licence does not cover you to use film clips at the convention. Keswick ministries does not have a CVLI licence as it is just too costly. If you are using video clips, please ensure you have appropriate permission (this also applies to YouTube or Vimeo clips).



**USE OF VIDEO CLIPS:** Please be aware of copyright issues (see section above). Avoid too many video clips in any one session and video clips that play for longer than 3 minutes. Sometimes it is more efficient to describe a clip than to show it.

**RECORDED TALKS:** Be aware that your talk is being recorded. We are not permitted to record copyrighted film material or songs. Please structure your talk to explain the funny gap that will occur when we edit out any music or film clips from our recordings. There will otherwise be an unexplained jump in the recording.

## PowerPoint Presentations

**POWERPOINT ON BIG SCREENS:** Please note what works on your pc in the office may not come over as well in a large venue. For the bible readings, lecture, and evening celebrations where we have cameras and project your image on screen, it is helpful if your **points can be made on a single line** below the projected image.

**TEMPLATES:** Where full screen slides are required e.g., for seminars, use the Keswick template (available on the speaker portal) which incorporates the Keswick logo for a fail-safe format that looks clean and effective.

**FONT SIZE:** Use a large font. We need it to be at least point 50 (preferably point 60) to be seen in the venue. This will help dictate how much writing you can put onto one slide for readability's sake. Do not overcrowd any one slide with too much information.

**SCRIPT & CUE SHEETS:** Please provide a print-out of your slides and a script or clear cue points in your talk for each slide

## Lighting

**PREACHING STYLE:** Let us know if you are a walker or if you stick to the lectern.

**FIND YOUR LIGHT:** It is important to get used to the stage lighting and not to walk out of your light.

\*By ducking out of the lights you are harder for the congregation to see. Lip readers need to see your mouth, and cameras need a bright and uniform light for both the venue screens and for the live stream. Walking out of your light will cause unhelpful shadows.

**LECTERN LIGHT:** There is a reading light on the lectern which should already be on by the time you reach it. You may wish to check the lectern position is right for you prior to the start of the session. Please speak with your stage manager who will assist you.



## Seminars

One out of the four seminar streams will take place in the Main Tent.

**ARRIVAL:** Please arrive **40 minutes before** your seminar talk to meet the Tech Team, run through any PowerPoints and touch base with your Chair.

**CHAIR-PERSON:** You will have a chair for your seminar who will Introduce you and lead any Q&As during the seminar.

**SET-UP:** The main tent will have the requested equipment delivered and set up by one of our technicians. (Please ensure we have your technical requirements prior to the event).

**POWERPOINT:** Please follow the PowerPoint notes above.

**RECORDINGS:** Remember your seminar is being recorded. Please refer to any visuals you use in a way that will make sense for a recording. Repeat any questions from the floor for the tape. (If you do not want to be recorded, or have the who session recorded, please speak to Emma Harrison [emma.harrison@keswickministries.org](mailto:emma.harrison@keswickministries.org).)

Your cooperation and communication with these issues are much appreciated and will make for a much smoother event. If you have any questions or need any help with your technical requirements, please do not hesitate to contact us. We will be very happy to assist you in any way we can.

