

Be The Change SYMPOSIUM  
MATERIALS FOR PRESENTERS

AUDIO VISUAL  
NOTES FOR V-1 SYMPOSIUM

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*\*IMPORTANT Note: Some of the latest generation of DVD players only have one 'Menu' button not two – the Symposium DVD **will not work** with these DVD players.*

## I. OVERVIEW

The Symposium DVD is designed to play through in sequence, holding (i.e., “pausing”) automatically as appropriate. The AV operator will use the **Enter** button (or the **Menu** button, depending on the DVD player being used) on the remote to advance to the next AV element. In some cases, the navigation (arrow) keys are used to select an on-screen “visual button” that will allow you to skip an AV element, or to select between alternative AV elements. **The Stop, Play, Pause, Skip, and Scan buttons are not intended to be used in the course of a normal Symposium presentation.**

## II. CALL TO ACTION

Let us start this discussion with a friendly call to action.

The audio-visual material used during the Symposium is a vital part of the presentation. In order for it to have the maximum positive effect, it is critical that it be delivered in such a way that the technology used in the presentation is invisible to the audience. This ensures there is no distraction from the primary message.

The Symposium DVD is designed to facilitate such a smooth and professional audio-visual presentation *if* it is used properly. In order to present the AV material professionally, you and whoever is going to run the AV must understand how the DVD is intended to function.

We have done some tricky things with the DVD to allow the AV portion of the Symposium, including all music, to be run completely from one DVD on a standard DVD player, and to allow *adjustments* and *variations* in the running of the presentation. So it is very important to familiarize yourself with the details of how this works.

Once you do that, it is essential to practice, practice, practice – before actually presenting the Symposium. You will not regret the time spent getting familiar with the AV and practicing with it.

Please understand that with regard to all the *optional* sequences of the Symposium: these allow us to create Symposiums of different lengths of time. The price of this flexibility is a bit more complexity in presenting the AV.

The presenter must work with the AV operator before each Symposium to make sure that he or she knows the sequence that is desired. Working with the manual or outline, the AV operator should have a clear understanding of when each AV element, including all buffer slides, is to be presented. Again, practice is essential.

Be sure your AV operator has a copy of these notes as well as an outline of the Symposium to work from, well in advance of the Symposium.

## II. GENERAL NOTES

When you first start the DVD, the initial “picture” that you see on the video screen is the “Top Menu.” This is basically a “table of contents” for the DVD; it has an itemized entry for each AV content element. You can go directly to any AV element by using the arrow keys on the DVD remote to select the name of that element, and then pressing the “**Enter**” or “**OK**” button on the DVD remote.

The Top Menu is actually comprised of several “pages,” since there are more AV elements on the DVD than can fit on a single page. You can move between pages by selecting the “Forward” or “Back” arrows at the bottom of each menu page (using the Navigation buttons on the remote) and pressing the **Enter** button.

Although you can use the Top Menu to select any element, the intended way to use the DVD in a Symposium is to start with the Introduction by selecting AV element #P-1 (Opening Slide: TPA Logo) and then pressing the **Enter** button.

From this point, the DVD will play in sequence, with slides or “buffer sections” where the presentation “holds,” (pauses) for a while until it’s time for the next AV element. Any time the presentation “holds,” you can proceed to the next section by pressing a button on the DVD remote (usually the **Enter** button).

Thus, it is generally not necessary to return to the Top Menu during a Symposium – by design, you simply advance through each AV element in the Symposium by pressing the **Enter** button at the correct moment to advance to the next element.

*There are several instances within the Symposium where there are optional sections.* At each one of these points you need to know whether to include or skip the optional element (skipping is usually due to time constraints).

In other instances, there are *alternative sections that can be selected.* The presenters will choose which of the alternative sections is to be presented, and the AV operator will need to insure that the correct selection is chosen.

In order to make these choices correctly, the AV operator may use the *navigation buttons on the DVD remote* at certain places within the AV presentation before pressing the **Enter** button to advance to the next element. In these cases, the navigation buttons are used to select one of several “*visual buttons*” which are icon images displayed directly on the slide being displayed. The action taken when the **Enter** button is pressed depends on which of the visual buttons is selected. These selection methods will be discussed in more detail further on, in the Section entitled “Optional and Alternative Elements.”

Both the optional AV elements and the alternative ones are indicated clearly on the AV outline.

### III. NOTES ON DVD REMOTE CONTROLS – IMPORTANT BUTTONS

When running the AV presentation for the Symposium, the DVD remote control is your best friend! (OK, it's *one* of your best friends.) In any case, it is very important that you become familiar with the DVD remote for the DVD player you will be using, as it may not work the same way yours at home does!

This can be confusing since different DVD brands often have different labels for the same, very important buttons. We'll try to clear that up here. Here are some pictures of several brands of DVD remote controls:



Here is a list of the buttons you will need to use:

- A. **Navigation buttons** (the four “arrow” keys – up, down, right, left – usually placed in a circle around the “Enter” or “OK” button): These buttons are used to navigate between the on-screen “visual buttons” on DVD menus, such as the Top Menu described above. When we refer to “visual buttons,” we mean the visual indicators on the DVD visual menus, or on some of the slides, that appear on the screen. You press the *arrow keys to select (or highlight)* one of these “visual buttons,” and then *activate it by pressing Enter*. In addition to the Top Menu, there are several slides in the Symposium that have on-screen “visual buttons” that can be used to bypass optional material or to select alternative material.
- B. **Enter (or OK) button**: This button is typically in the center of the “circle” comprised of the four navigation buttons. (Some remotes may be laid out differently, however.) On some remotes, the **Enter** button may be labeled “OK.” On the Awakening the Dreamer DVD, the **Enter** button is used on most buffer slides and presentation slides to advance to the next AV element. On the Top Menu, and on buffer slides with special visual buttons, the **Enter** button is used to activate the *highlighted* “visual button.”

- C. **Top Menu (or Title) button:** For the Awakening the Dreamer DVD, this button will cause the presentation to return to the Top Menu. Depending on the brand of DVD player, this button may be labeled as either “**Top Menu**,” “**Title**,” “**Return**,” or “**Disc menu**” – the most frequent alternative is “**Title**.” Regardless of the label, the button should function as described here. If in doubt about which button on your remote performs this function, experiment and find the button that consistently returns to the Top Menu. That is the button we are talking about when we say the “**Top Menu button**.” (Note: on some DVD players, you may have to press the **Top Menu** button several times to get to the Top Menu – this is especially true if you first press it when a slide is being displayed.)
- D. **Menu button:** This is different than the **Top Menu** button. Fortunately, the label on this button does not usually vary between different DVD brands – it is usually labeled “**Menu**.” (No promises here, however; on the LG remote pictured above, it is labeled “DVD Menu.”) This button has different functions depending on which type of AV element is currently active - these functions are described below. For the Symposium DVD, one very important function of this button is to immediately get out of a music break and into the starting AV element for the next section of the Symposium.

*And here is a list of the buttons you will usually want to avoid:*

- E. **Stop button:** Stops everything and will probably display the “home” video screen for the DVD player. Do **not** press the Stop button during the Symposium.
- F. **Play button:** If you don’t take our advice about the Stop button, you’ll need to press this one to get started again. Then press the **Top Menu** button, find your place, and go on. With this one exception, you will not need to use the Play button during the Symposium.
- G. **Pause button:** The Pause button is also not intended to be used during the symposium.
- H. **Skip (|<< and >>|) and Scan (<< and >>) buttons:** These buttons are not intended to be used during the Symposium
- I. **Other buttons:** read the DVD manual if interested – you’re on your own for these. Be aware that because of the unique multimedia content on our DVD, not all of the buttons may function as described in the manual. In general, it should not be necessary to use any of the other buttons on the remote.

#### **IV. DIFFERENT TYPES OF AV ELEMENTS IN THE SYMPOSIUM**

There are several different types of AV elements found on the Symposium DVD. Each element listed in the AV outline is preceded by the element type. (Example: “Video: Paul Hawken,” or “Buffer slide: Misty Valley.”) *The element type determines how the element functions, and also determines how the DVD remote buttons will function.*

Below is a list of each element type, along with a description of what to expect when it is played.

##### **A. Music Break (slideshow)**

The Introduction section (music + slideshow) which is played while people are arriving, and the mid-Symposium break section, are both music breaks. These consist

of 15 or more minutes of music, accompanied by a video slideshow. These breaks play through all the music available and then hold on a static buffer slide.

If you reach the static buffer slide, you can restart the music by pressing the “Back” arrow key to select the ◀ (left facing arrowhead) visual button, and then pressing the **Enter** button.

From the static buffer slide, pressing **Enter** with the ▶ (right facing arrowhead) visual button highlighted will take you to the next numbered AV element.

When the music break is playing, you can immediately end it and move on to the next numbered AV element by pressing the **Menu** button. (The next numbered AV element after a music break is an Eco-Spot video or something similar.) Let us emphasize that *you use the **Menu** button to immediately exit a music break section, not the **Enter** button.* This is a little strange, but that’s the way it is set up to work.

Note: If you decide to stop the music break while a song is playing, it sounds a lot more professional if you fade the volume down before stopping. If you do this, be sure to quickly fade the sound volume back up before the Eco-Spot video starts.

## **B. Video**

Video sections contain a video clip, such as the interviews with one of our experts, an Eco-Spot, the Universe Story, etc.

These clips play through to the end of the clip, and then *hold automatically* on the following buffer slide. You don’t need to manually advance to the buffer slide; the video “falls” into the buffer on its own. *To go from a buffer slide to the next AV element, press the **Enter** button.*

Note: While the video clip is playing, pressing the **Enter** button will have no effect. However, *pressing the **Menu** button while the video clip is playing will immediately return the presentation to the buffer slide immediately **preceding** the video clip.* This is very useful if you accidentally advance into a video clip too soon – just press the **Menu** button to “back up” to the preceding buffer slide.

## **C. Slide**

Slides are still images that present Symposium content. These are graphs or charts that the presenter refers to during the presentation, or in some cases, a picture that is used to emphasize a portion of the presentation.

Each Slide element, when entered, *will hold until you press the **Enter** button* to move to the following buffer slide or AV element. (The **Menu** button does nothing when a slide is on the screen.)

## **D. Buffer slide**

Buffer slides, like Slides, are still images that hold until you press the **Enter** button to move to the next element.

Unlike slides, buffer slides typically do not present Symposium content. They are images that serve as a holding point in the AV presentation while the presenter is

talking about other material. They are intended to be low impact, so as not to distract the audience from the presentation.

As mentioned above, each video element *automatically ends* by moving directly into the following buffer slide.

Each *content slide* or *slideshow loop* element, remains on the screen and does not advance automatically to the buffer slide until you press the **Enter** button. Notice that this is different than the videos, which automatically move into buffer slides. If the *content slide* or *slideshow loop* is followed by a buffer slide, you must press the **Enter** button to advance to the buffer slide. The Symposium outline delineates where each of the transitions from content slide to buffer slide should take place. (There are also explicit notes in the manual which detail the intended placement of transitions between elements.)

In cases where there is a choice of several possible options for the AV sequence that follows a buffer or a content slide, the slide that precedes the optional sequence will have *several yellow visual buttons in the lower right hand corner of the slide*. Any one of these buttons can be selected using the navigation buttons on the remote to select the desired sequence option to follow.

The operation of these yellow “option” buttons (arrows) is discussed in further detail below.

As with content slides, the **Menu** button has no effect while you are on buffer slides.

## **E. Slideshow**

In general, a Slideshow is a sequence of slides. There are two types of slideshows in the Symposium, each of which functions a bit differently:

**1. Music Break Slideshow** - This is described above.

**2. Slideshow loop** – This is a sequence of slides that plays continuously (in a “loop”) until you press the **Enter** button, which then terminates the slideshow and moves on to the next buffer slide. The slideshow loop typically has sound or music that plays during the slideshow. (Example: rainforest sounds.)

**3. Slide set** – This refers to a set of slides that are used as a sequence of illustrations for a section of the Symposium (e.g., social justice slides, environmental slides, etc.) The set is numbered as a single AV element on the Top Menu of the DVD, and selecting the link from the Top Menu jumps to the first slide of the set.

The AV operator manually sequences to the next slides in the set by pressing the **Enter** button on any slide to move to the next slide. This way, the operator can time the viewing time of each slide to match the presentation of the material in the Symposium.

In the Symposium outline, and in the Symposium manual, the individual sides of each slide set are given hyphenated number designations. For example, the optional environmental slide set is element # 16. The individual slides within the set are numbered 16-1, 16-2, etc.

## VI. OPTIONAL AND ALTERNATE ELEMENTS

Throughout the Symposium, there are areas of *optional content, which are highlighted in light gray* both in the Symposium manual and in the outline. Some of these areas contain an AV element which is also optional.

In addition, as mentioned previously, there are several AV elements that have alternative content that can be selected based on the type of Symposium that is being done.

In order to allow the AV operator to navigate through these options in a seamless manner (without having to return to the Top Menu,) each of the optional elements is preceded by a buffer or a content slide that has, in its lower right corner, *two or more yellow “visual buttons,” which are icon images shaped like arrow heads* (or triangles, e.g. ◀ or ▶.) One of these buttons is always “selected,” and the selected button is shown as green (instead of yellow.) *The selected button determines the next element that will be presented when the user presses the **Enter** button on the remote.*

Note that, on some buffer slides, these yellow buttons may be hard to see – we have deliberately tried to make them unobtrusive. You may have to look for them, but they are there on the slides on which they are noted. Remember, these “visual buttons” are always in the lower right corner of the slide.

For each buffer or content slide that has buttons to select alternative sections, there are notes in the outline which tell you what the buttons will do:

For optional sequences, the buttons are as follows:

- ▶ - Selecting the single arrowhead, and pressing **Enter**, always advances to the element immediately following. This button is always selected by default when you move to a slide containing such buttons, so pressing **Enter** without pressing any navigation keys will move to the next numerical element.
- ▶▶ - You can select the double arrowhead by pressing any one of the navigation keys on the remote. *If you select the double arrowhead and press the **Enter** button, the optional content **will be skipped**, and you will move to the next element after the optional content, as noted in the outline.*

## VII. REPEATING MUSIC BREAKS

Sometimes you may wish to extend a music break. This is especially true of the Introductory Music Break, which you may need to play several times, depending on when you start it before the Symposium.

To accommodate this, the buffer slide following the music break has a forward arrowhead button ▶ and a reverse arrowhead button ◀. The reverse arrowhead can be selected to repeat the music break. The forward arrowhead button will take you to the AV element after the music break; this is the button selected by default after the music break end.

(Remember that while a music break is playing, you can stop it and immediately move to the following AV element by pressing the **Menu** button.)

## VIII. IF YOU GET HORRIBLY OUT OF SEQUENCE ...

Press the **Top Menu** button, find your place, and restart from there.

But if you practice using the DVD, you should be able to smoothly present the AV portion of the Symposium by simply advancing through each section as described here.

Remember, using the Top Menu during the Symposium is intended only to correct sequence problems in “emergency” situations. You want to avoid this if at all possible, as displaying the Top Menu during a Symposium will be distracting to the audience.

## IX. SUGGESTIONS ABOUT DVD PLAYERS

The DVD is designed to allow the Symposium to be presented in a standard DVD player component that you would buy to connect to a home TV set, and to be controlled using the remote control unit for that DVD player.

There is a wide variation in the functionality and ease of use between various DVD players. If you can select a DVD player, we have found that, for the Symposium DVDs, we see the best and most consistent behavior from the better-known brands of DVD players (e.g., Sony, Panasonic, Philips, JVC, Toshiba, Samsung, etc.) We suggest players of these types in the \$70-\$100 range (which is typically the lowest price range for these brands.) Problems tend to arise with lesser-known brands (i.e., the really cheap ones).

**\* STOP PRESS – you will have to avoid some of the very latest models, which only have a single ‘smart’ Menu button – the Symposium DVD relies on having the two different kinds of Menu button! \***

Whichever one you select, **please test the Symposiums DVD thoroughly on the player you plan to use, well before you actually do the presentation on the day of the Symposium.**

If buying a DVD player for the purpose, make sure you take the DVD with you to the shop, and test, systematically, examples of each type of element listed above, especially with regard to what the Menu buttons are supposed to do in each case.

## X. USING A COMPUTER TO PLAY THE DVD

Note that it is possible to use a software DVD player on a laptop computer to play the Symposium DVD. If you do decide to use a computer, be warned that we have found that the operation of the some of these software DVD players is inconsistent, particularly with regard to the use of the **Menu** and **Top Menu (Title)** buttons. Since these buttons are critical to the proper presentation of the Symposium, *if you are using a software player, it is essential that you verify that the operations described in these notes can be properly executed with your player.* Make sure you practice and are thoroughly familiar with the operation of the software player.

Please be aware that our recommendation is that you use a standard DVD player, as described above, to present the Symposium DVD.

A Keynote (for Mac) versions of the Symposium AV content is available. Please speak with Jon Ralls about this if you have a reasonably new MacBook and would like to work with Keynote. It has a higher ‘learning curve’ but then gives you enormously more flexibility.

## XI. NOTES ON THE AUDIO (SOUND)

The Audio portion of the AV presentation is *extremely* important, and you should take some time to carefully consider steps you may need to take to insure that all the audio can be easily heard by all Symposium participants.

The larger the room in which you present the Symposium, the more problems you may encounter in this area. But no matter what the size of the room, you should plan ahead and practice to make sure the audio presentation is effective.

Here are some notes regarding audio:

- First, consider carefully what speakers and sound amplification system you will be using for the audio portion of the AV. You will need an amplifier to which the audio output of the DVD player can be connected. The speakers must be big enough, and must be placed in such a way such that the entire audience area is adequately covered. Whatever system you select, *test it in advance* – BEFORE the day of the Symposium, if possible. (Trust us on this one.) Also, do not put your speakers on the floor – even lifting them up onto a chair makes a big difference to the clarity.
- If you are working in a big room, you may need microphones for the presenters, and possibly also handheld microphones for sharing by audience members. In this case, you will need some sort of mixing console to combine multiple audio sources – the microphones and the audio from the DVD player. The mixing console in this case will also be used for adjusting the volume for the various audio sources.
- Even if microphones are not used, the AV operator *must* have a means of adjusting the volume of the audio from the DVD. While we have attempted to balance the relative audio volume level of the various AV elements on the DVD, there is still some variation among certain elements that will require that the AV operator be able to adjust the volume.
- In particular, the audio level of the *music breaks* tends to be higher than the audio level of the *video segments*. *You will need to compensate by lowering the volume during the music breaks.*
- Also, for the segments with music or sounds to be played in the background (e.g., in the rainforest sounds, and in the meditation and visioning processes,) it is necessary to adjust the volume so that it can be heard, but is still low enough not to interfere with the process.
- If you choose to exit a music break early, you should fade out the music before exiting, as having music stop suddenly in mid-song is a jarring experience. Fade the music at a reasonable pace – not too fast, not too slow. A two second fade-out is probably about right.
- If you do fade out a music break to prepare to move to the next element, you *must immediately raise the volume quickly* after you press the Menu button to exit the music break and start the following video. If you fail to do so, the following video will be compromised - and therefore much less effective - if the sound is not all the way up from the start. *Warning: this is especially true of the first Eco-Spot (“Connections”).*
- Tip about sound levels: If a mixer is being used, pros buy a roll of the white low-stick masking tape for fragile surfaces and use it to make labels, which can be stuck right on the surface of the mixer near each volume control. They mark these labels with the level settings they want to return to for specific program elements. Strips of Post-It will also do for this.

- Consider that the sound characteristics of the room can often change during a Symposium, and this will also often require audio adjustment. Sometimes you will encounter rooms that have noisy air conditioners or heaters which will require you to increase the volume if they are turned on. (You should check on this possibility during your run-through before the Symposium so you are not surprised).
- Let us repeat, because this is *so* important: the AV operator *must* be in control of the elements contributing to the overall audio volume throughout the Symposium, and must be knowledgeable about the audio content of the various video and music elements so that volume control is executed properly and seamlessly. (There is no substitute for practice.)
- Many larger conference rooms already have a sound system in place. If you are working in such a room, it is often a very good idea to use this in-house sound system – BUT – you will often find that if they have a sound mixer with volume controls, it is often located in a very inconvenient spot. If you use an in-house sound system, it is almost always better to provide your own sound mixer, and to connect the output of this mixer to a “Line-In” input on their sound system. You would then use your mixer to control sound levels. You can then set up an AV operations table in a convenient place with your mixer, the DVD player, etc.
- For the AV operator - during the Symposium, pay attention to other presenters that may be in different parts of the room. Often, they will notice sound issues that you may not notice, and they may be signaling you to raise or lower the sound levels.

## **XII. SAFETY**

Cables and wires are always a trip hazard. Always coil excess cables and wires and secure them out of the way. Big rolls of cloth-backed tape called “gaffer tape” can be purchased and used freely to tape the wires to the floor wherever there is the possibility of someone tripping on them. The projectors don’t tolerate falls to the floor, and neither do the guests.

Alternatively, buy several rubber backed tread mats to lie over wires where they cross aisles and walkways.

**Okay, that’s it! Those are all the tips we have for you...**

**Don’t forget to practice!** (Did we mention that before?)

**Good luck ... and have fun!!**

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