



**SOUTH SOLIHULL u3a PRESENTATION EQUIPMENT
AT BENTLEY HEATH COMMUNITY CENTRE
NOTES FOR EXTERNAL SPEAKERS**

(version 9, issued 3/3/2026)

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1 INTRODUCTION

As a visiting speaker to ssu3a at Bentley Heath Community Centre, these notes are to help both you and us to ensure that your presentation goes off without any problems.

1.1 Location

Bentley Heath Community Centre, Widney Road, Bentley Heath, Solihull, B93 9BQ

What3words location: ///habit.curvy.paid

There is plenty of parking on-site and in the adjacent public car-park. Disabled parking spaces are adjacent to the front door, with step-free entrance to the building via the emergency exits at the side.

1.2 Timing

We like to begin our talk at 14:00 promptly, and we must vacate the hall by 16:00. You will have 55 minutes to present the main part of your talk, and an additional 25 minutes after the tea break to take questions or present any final content.

The usual timing of our meeting, unless you have been informed otherwise, is as follows:

13:00 Hall is opened and helpers arrive to set-up. (45 mins)

13:45 Audience begins to arrive. (15 mins)

14:00 Meeting opens with welcome and introduction of the speaker. (5 mins)

14:05 Presentation. (55 mins)

(14:55 Kitchen staff leave the hall to prepare tea.)

15:00 Interval with notices from the Chair etc. while tea is served. (20 mins)

15:20 Conclusion of presentation, and/or Q&A session. (25 mins)

15:45 Helpers clear the hall. (15 mins)

16:00 Hall is vacated.

1.3 Assistance

There are usually one or two people present who can assist with setting up and basic operation of the equipment.

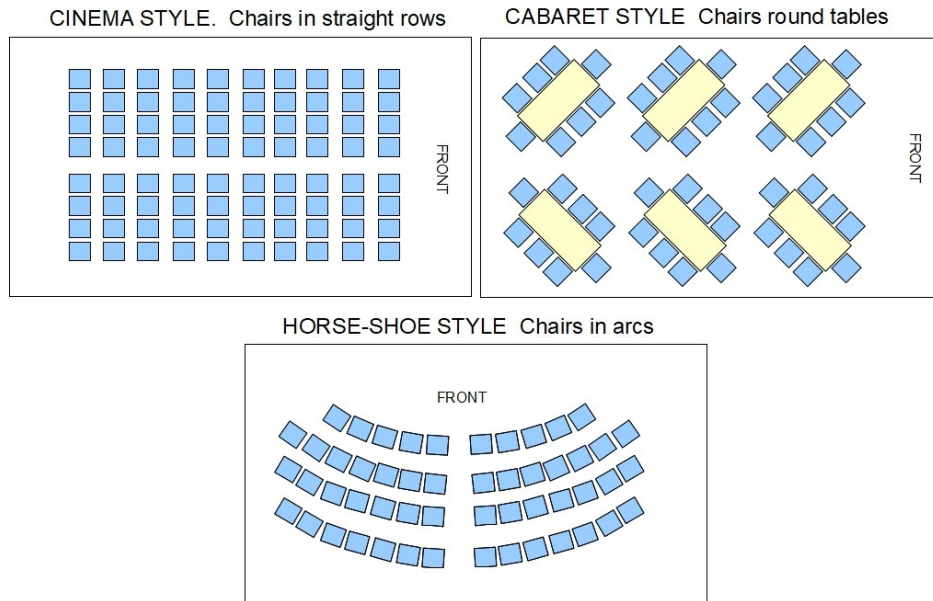
If you have any any questions about the hall or the equipment, or you will need specialist help, please get in touch as soon as possible so that we can try to provide appropriate help if we can.

2 HALL LAYOUT

Details of the hall are on their own website: <https://bentleyheathhall.co.uk>

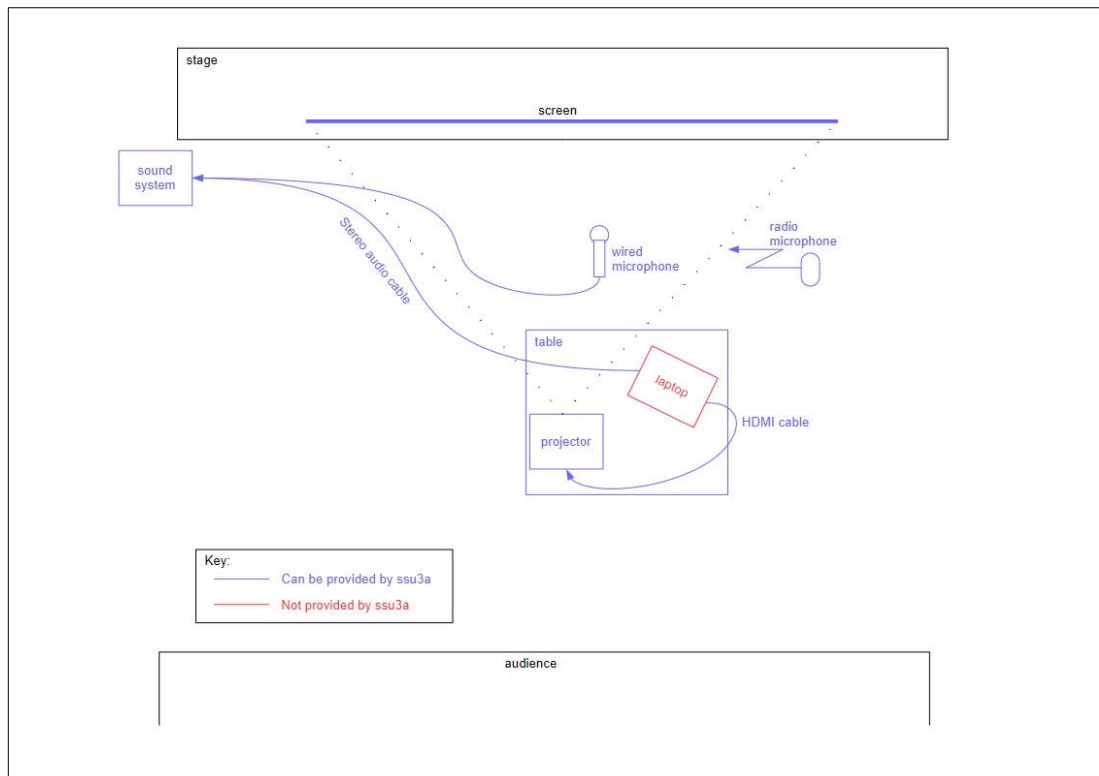
2.1 Seating Arrangements

The seating can be arranged in various ways to suite the presentation. Typical arrangements are shown below. Please let us know which arrangement you want, or if you have any particular layout requests.



2.2 Presentation Equipment Layout

The following diagram shows the usual layout of the audio-visual equipment for a speaker using a laptop for a presentation, with the seating in Cinema style.



3 EQUIPMENT PROVIDED BY DEFAULT

The following will be provided so there is no need to request any of these:

3.1 WiFi

A WiFi connection is available throughout the hall. Details of the SSID and password are on a notice in the entrance hall.

3.2 Projection Screen

There is a projection screen on the stage, 2830 x 1709 mm. Please note that the back row of our audience may be 12.5 metres from the screen, therefore we recommend that the height of text on projected slides should be no less than 10% of the height of the slide, and certainly no less than 5%. For example, for an HD image of 1920 x 1080 pixels, the text height should ideally be at least 108 pixels.

3.3 Sound System

Our sound system with various microphones will be available.

We strongly recommend that you use our sound amplification system to ensure that all of the audience can hear your presentation. One of our members will be on hand to help you 'mic-up' and to manage the sound desk during the presentation. There are:

- 2 hand-held, wired, microphones, with stands if required.
- A radio-mic, with either a headband or clip-on microphone.

We recommend use of the wireless headband microphone as being the most convenient.

One stereo audio lead is provided to take sound from a laptop, DVD player, etc. with a standard stereo 3.5mm output jack.

3.4 Mains Extension Lead

One long 13Amp extension lead, with 4 output sockets will be provided.

3.5 Lectern and Tables

We have a lectern, similar to a music stand, suitable for lecture notes.

Tables of various sizes are available.

4 EQUIPMENT PROVIDED ON REQUEST ONLY

4.1 Digital Video Projector

We can provide a digital video projector. It has industry standard inputs for HDMI, AVI, Composite Video and Component Video. A 1 metre HDMI lead and a 1 metre AVI lead are provided.

4.1.1 Video Driver

IMPORTANT: Please check that any laptop or other computer that you intend to use has video drivers installed that are capable of recognising an external projector. This is particularly important if your computer has never been used with a projector before, as it may have default drivers without the ability to connect to a projector. Regrettably, we cannot assist you to upgrade your video driver.

4.1.2 Video Adapters

If you have requested use of our projector, and you use an iPad or other devices with proprietary interfaces other than industry standard HDMI or AVI, you will need to provide your own adapter.

4.2 Laptop

A small laptop computer can be made available on request. It has one USB port and NO CD reader.

The operating system is Windows 10.

Software comprises the LibreOffice suite of programs. The Microsoft Office suite is not installed.

If you wish to use it, please bring your presentation on USB a memory stick, and ensure that it is compatible with LibreOffice software. Please note that some advanced features of MS Powerpoint may not work with the LibreOffice equivalent (Impress).

5 EQUIPMENT NOT PROVIDED

No other equipment is provided, other than that listed in sections and 3 and 4. For the avoidance of doubt, here are some of the things you may need to bring with you.

5.1 CD player, Video player etc.

We do not possess media players of any type.

5.2 Additional Audio Leads

You may connect your own sound sources to our mixer desk. Other than the one audio lead mentioned in section 3.3, no other audio leads are available. If you wish to connect multiple sound sources you need to bring your own leads which should be at least 5 metres long, or use a wireless device such as a Bluetooth transmitter and receiver.

The sound mixer desk has 4 mono channels and 2 stereo channels. The input interface for all channels is either 3-pin XLR balanced line for microphones, or 1/4" mono jacks (unbalanced) for line inputs. Stereo channels require 2 mono jacks.

5.3 Whiteboard, Paper and Markers

We do not possess a whiteboard or any associated accessories.

6 APPENDIX A - Locked Projector?

If, when you press a button on the keypad on the projector itself (not the remote control) you get a padlock symbol, but nothing else, this means that the keypad has been locked using the remote control handset.

To unlock the keypad, follow these instructions using the remote control handset.

- 1) Press [**MENU**]. The menu is displayed.
- 2) Press [✓] several times until 'Advanced Menu' is highlighted.
- 3) Press [**Select ↵**]. The advanced menu is displayed.
- 4) Press [✓] until 'Setup' is highlighted.
- 5) Press [**Select ↵**]. The Setup menu is displayed.
- 6) Press [>] then press [✓] until 'Keypad/Remote' highlighted.
- 7) Press [**Select ↵**]. 'Locked' is highlighted.
- 8) Press [>] To change setting to 'Enabled'.
- 9) Press [**MENU**] twice to save the setting and exit.

See pages 24 to 27 of the projector's user manual for details of all menu options.

7 REVISION HISTORY

Version	Description of changes	Date
1.0	First version.	14/03/2024
2.0	Sections re-arranged and details of equipment not provided added.	3/5/2024
3.0	Example seating arrangements added	31/5/2024
4.0	Procedure for unlocking projector controls added.	29/9/2024
5.0	Notes on timing of meetings added	14/1/2025
6.0	Note re availability of WiFi added. Notes on timing revised. Laptop moved to 'on request' section.	6/3/2025
7.0	Note re. checking laptop video driver added.	11/3/2025
8.0	Presentation equipment layout revised. Locked Projector section moved to appendix. Minor spelling and grammar corrections.	16/12/2025
9.0	Revised following changes to AV equipment in the hall.	3/3/2026