Each venue is equipped with a projector, LED wall or screen, suitable for the size of the venue, along with a laptop for presentation playback. If required, presentation clickers will also be readily available.

The preferred format of presentation is Windows PowerPoint in a 16:9 Aspect Ratio. The size of our screens onsite are 16:9 and presentations will be displayed oddly if formatted in any other way.

If presentations are in another format (ie 4:3) we will, of course, do our best to alter them, but due to limited time this may not always be an option and the presentation will be displayed with black bars on either side.

We kindly ask you to ensure that any presentation has been submitted to the festival before your arrival onsite. This will ensure that your presentation is readily available upon your arrival at the venue and will ensure the smooth running of your event. Please note that we do not accept the use of USB sticks in our venue laptops due to anti-virus software protocols.

If a USB stick is delivered to the speaker preview desk on the day of the event it can be Anti-Virus Scanned, and the presentation checked. This is located in the admin office near the main entrance to the festival site.

Where possible we would like to encourage all artists to use the laptops provided at the venue due to the fast turnaround of events. If it is completely necessary to use another computer, then please ensure that you have the correct adapter "dongle" to output HDMI.

There is a questionnaire we would like you to fill out regarding your requirements for your event. It is essential this is completed before your arrival to the festival to ensure our Stage Management and Technical team can have everything you need for your event.

https://forms.gle/jgA8HnhGCtE1eKvX6

This questionnaire requires a Google login in order to attach relevant files, if you do not have access to a Google login please use the following link and any files can be emailed to technical@hayfestival.org.

https://forms.gle/gzbNRcWFPmKTsVBEA

Please put the artist's name and the event number as the subject of any emails. Dropbox links, we-transfer or similar links will be acceptable if the files are particularly large.

Any issues or questions please contact - Technical@hayfestival.org or (+44)1497 822620