

Using LM Digital Signage - Guidance for Event Leaders

As part of our commitment to the ongoing improvement of facilities around the centre we have recently installed large screens in prominent positions within each unit. These screens are to promote news and information from Lendrick Muir as well as Regional/National information to guests.

You are welcome to supply a PowerPoint File for your event and we will schedule this in advance to display in your unit. This file needs to be sent to the Lendrick Muir office no later than 10am on the day before you are due to arrive for your event.

We would ask that you pay particular attention to the following advice if you are preparing your own content:

- Keep it simple
- Keep slide transitions to a minimum of 10 seconds
- Avoid use of text smaller than 24pt
- Remember people will be looking at the screen from a distance
- Less is more!
- Set your screen size to 1920 by 1080 or request a template file by emailing lmoffice@suscotland.org.uk

Screen locations:

Moubray : Entrance Hall

Ochil : Atrium

Glendevon : Beside door at top of ramp

Crush Hall – unless you have the whole centre for your event, this screen will show generic content. If you are using multiple units for your event, you can give different content for each unit. Please ensure you clearly label all files

These screens are controlled and updated centrally from our server. Please DO NOT switch them off at the wall, as we then lose the ability to pre-schedule content for other groups.

Note: Only a limited number of LM staff have access to the software to manage screen content and therefore last minute requests may not be possible.