GUIDELINES FOR USE OF DIGITAL MUSIC AT NATIONAL CONVENTIONS

1   Scope

The term "digital music" refers to music played by any device that uses digital files as opposed to traditional analogue media such as records, audio CDs, mini-discs, tapes etc. This scope includes

a. Computers (laptop and desktop)
b. mp3 players
c. iPods
d. Palm pilot style devices
e. Or recognising that technology in this field rapidly changes, any future device that plays digital files

2   General

The Convention sound provider shall provide the following;

a. A table adjacent to the sound equipment/booth for the caller to place the device. This shall be accessible by the caller but must not obstruct the performance.
b. Audio output leads connected to the input of the amplifier. By default these will be 3.5mm socket plug style, however the sound provider shall ensure other types are available such as RCA and 6mm plugs.
c. Adequate looming and securing of cables to ensure no trip hazards exist on stage and signal cables are not run alongside power cables.
d. A connected power board shall be provided backstage on a table to enable callers to set up their device using mains power.
e. At all times during the performance, the caller shall co-operate with the sound provider to ensure that volume levels are managed.
f. A mixer or switching device to enable multiple inputs into the amplifier must be used if the sound provider desires. This will avoid plug-in/plug-outs during the sessions which has caused delays in the past

Note: For callers using laptops: During the performance, the callers will need to run their laptop on battery power negating the need to plug into mains and use a ground loop isolation device during the performance.

3   One Caller programmed for an entire bracket/workshop.

a. The caller is to set up the device prior to the bracket beginning but not during the previous bracket.
b. The caller is to ensure the music is pre-selected in order not to waste time on stage searching for the required tracks.

4   More than one caller per bracket

a. The callers are to have their laptop/device powered up and the selected music track(s) cued up ready to play.
b. Each caller is to plug in their device to the audio output lead. Alternatively, the sound provider may pre-set up the device on the amplifier if logistics permits.

    c. The sound provider may provide the number of leads already connected to the amplifier equal to the number of callers in the bracket. The use of a switching device as specified in 2f is required.

    d. Callers are requested to check prior to connection that the music player software is working by checking volume from the device backstage.

    e. The callers may disconnect their devices when they have finished their call.

5   Alternate arrangement – Convention Sound Provider in control of digital music.

The Convention committee may deem it a requirement that a computer is provided by the sound provider and callers are required to deliver their digital music by memory stick or CD. In this case, the practice of delivering the music before the bracket still applies. Callers are to ensure their files are virus scanned before delivery to the sound provider.

6   Placement.

At no stage should the device used by callers detract from the performance by obstruction (eg placement on a lectern). Operation shall be as discrete as possible.

**SUPPLEMENT:
RECOMMENDATIONS FROM USERS**

As many callers have found different solutions to digital music hookups, here is a list of experiences that may assist sound managers.

1. Depending on the quality of the laptop sound card, some laptop owners use an external sound card. This is the responsibility of the laptop owner and callers are advised to ensure the quality of sound output from the laptop is reasonable. As most general purpose laptops are not designed for playing quality sound, an external sound card is a recommendation.

2. Portable digital music players: It has been observed in some cases that a device will go into "sleep" mode if not used for a while. On restarting it may not come back to the menu selection it was first set on. This causes embarrassing delays on stage whilst the correct track is searched for. Please check with the caller if this function is on their device.