

Available Audio Visual:

Along with a technician to help set you up in the room, the following equipment will be available for you. If you are bringing your own laptop, please let me know the laptop make/model as soon as possible.

- Laptop
- Projector and screen
- Lavalier Microphone, Podium Microphone, Table Microphones (for panel sessions)
- Audio for your presentation

General Tips:

1. Even if you have sent in your presentation or handouts early, also bring any files you might need on a USB drive.
2. If you are bringing your own laptop computer, be sure to also bring your power cord and any proprietary cords required for your computer. MAC users, bring your own VGA Adapter.
3. Use the lavalier microphone properly: place the microphone 6" below your chin. Often, reported microphone "problems" are merely a matter of having the lapel microphone placed too close or too far from the speaker's mouth.
4. If you are a panelist, be sure to speak directly into the mic. Pull it towards you if need to.
5. Turn off your phone or place it away from you and the microphone. Feedback may occur if your phone rings.

PowerPoint Tips:

1. If you have any embedded files in a PowerPoint presentation, ALWAYS bring the original files with you as well. Embedded files will only work if you are using your own computer.
2. Make sure that your PowerPoint slides are sized for the correct screen size. Your conference contact can confirm if the slides should be 4:3 or 16:9 aspect ratio.

How to Connect a PC to the Projector (if there is no AV Tech):

1. Turn off your laptop.
2. Connect the VGA cable from the laptop to the projector. (The AV Technician can let you know if the room is wired to run the presentation from the podium or another location.)
3. Turn on the laptop.
4. Most projectors and laptops will sync automatically at this point.
5. If you do not have an image after your laptop has booted you will most likely need to toggle the image on by pressing a combination of keys that activate the VGA port. All PC laptops require you to hold down the Fn (function), key and then press the appropriate button:
 - a. DELL Fn+F8
 - b. HP Fn+F4
 - c. Toshiba Fn+F5
 - d. Gateway Fn+F4
 - e. IBM Fn+F7

How to Connect a Mac to the Projector (if there is no AV Tech):

1. Power off your MacBook.
2. Plug the video adapter into your MacBook DVI display port located between the Ethernet port and the FireWire port on the left side of the computer.
3. Plug the projector's video cable into the video adapter connected to your MacBook.
4. Power on your MacBook.
5. Open System Preferences and select Displays.
6. Click the "detect displays" button if the projector is not showing an image of your desktop.