

So you're presenting at Library Instruction West 2018 – *Way to be awesome*.  
Here's what you need to know about the technology in our session spaces!

**What we provide:**

- Slide advancers (1 per session room)
- Desktop PCs in all rooms
- PC dongles for HDMI and VGA (HDMI recommended)
- Microphones:
  - Ballroom East will have both podium + mic
  - Ballroom South will have a wireless mic
  - Ballroom West will have both podium + mic
  - University Center 213 will be mic'd
  - Library L 139 (Event Space) has podium and optional mic
  - Other session rooms shouldn't need microphones
    - Library 231 (Computer Classroom) has instructor station in lieu of podium

**Tech Check Times (University Center):** See your session space, test out the tech.

- Thursday 7/19: 730 AM – 9 AM
- Friday 7/20: 730 AM – 9 AM

**Best practices as you prep:**

- **Have your presentation on a flash drive, along with files you might need convenient links to** (e.g., a video) – this will allow you to download (drag/drop) your presentation onto the session room PC and open it as a local file
  - **Want to send it to us in advance?** [libraryinstructionwest@gmail.com](mailto:libraryinstructionwest@gmail.com)
- Never a bad idea to email it to yourself, too!
- Have video incorporated? Internet access shouldn't be an issue, but consider whether a local copy (vs. an internet-hosted copy) is available, and (as always in life) have a backup plan. ☺

**If you bring your own PC laptop...\***

Our presentation rooms have PC dongles for HDMI and VGA. You'll want to bring your connector for whichever port you plan to use (HDMI suggested).

**If you bring a Mac/Apple laptop...\***

We suggest bringing a dongle that allows you to adapt to a VGA or HDMI cable on a PC.

**\* Please note:** Due to complications that can arise, we cannot guarantee the success of presentations on resources other than in-house computers.

Questions? Email [libraryinstructionwest@gmail.com](mailto:libraryinstructionwest@gmail.com)