

## ***Audio/Visual Guide for Presenters***

### **STANDARD MEETING ROOM SET-UP**

Data (LCD) projector (1024x768 resolution)  
PC laptop computer with Vista OS and PowerPoint 2007  
Remote or mouse at the podium for advancing slides  
Screen  
Laser pointer  
Microphone at lectern  
Speaker's timer

### **COMPUTER PRESENTATION GUIDELINES**

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**We recommend using our PC computer for your presentation.**

**If using our computer, presentations must be in PowerPoint for Windows format, on a USB thumb drive or PC CD-ROM.**

If using our computer, please turn in your USB thumb drive or CD-ROM disk to the projectionist well in advance of your presentation so that it can be loaded. The central computer will be located at the projectionist. You will advance your own slides with a wireless remote or mouse. If using a CD-ROM, make sure the CD is in Read mode. If you prepare your presentation on a Mac, you will need to save it on a PC (IBM)-formatted CD. Try running your presentation on different computers.

PowerPoint presentations with video clips (.avi, .mpeg, etc.) must be identified in a single Windows file folder along with the PowerPoint program itself. Be aware that video clips are not truly embedded in your presentation, but are files that are accessed by hyperlink. Please advise the projectionist when using video clips.

Pictures should be in .jpeg format. Quick Time .tiff pictures must be converted to .jpeg. Please make sure there are no names on the slides. Patient confidentiality should be protected.

If using your own computer, please make arrangements to test it with the projector well in advance before the meeting starts. The projector will accommodate up to 1280x1024 resolution. A 1024x768 resolution is recommended. A VGA (HDDB15) cable to the projector and power strip will be provided at the lectern.

It is recommended that you bring a backup disk of your presentation. If you wish to practice your presentation, please bring your own laptop computer.

*If you have any questions, feel free to contact:*  
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