From: Lewis & Clark College Instructional Media Services

To: Parties requiring presentation support at LC

To assist you with your presentation, Lewis & Clark technical personnel need some specific information. Please answer the following questions and reply to Instructional Media Services at msdesk@lclark.edu no later than two weeks before your presentation. If you have questions you may call us at 503-768-7290, -7293 or -7294. You may also fax your reply to 503-768-7228. Thank you!

My presentation uses this/these application(s) (e.g. PowerPoint, web browser, Windows Media Player, iTunes, Keynote, etc.):

My presentation requires audio playback from the computer: Y N

My presentation requires an internet connection: Y N

I will bring my notebook computer, with my presentation on it, to Lewis & Clark to be connected to the College’s data projector: Y N

 My notebook computer runs: \_\_\_Windows operating system \_\_\_Mac operating system

 (For Mac users) I have the special adapter needed to connect my computer to a standard VGA type video cable (to attach to the projector) Y N **(If you circle N, please contact your nearest Apple store, or visit apple.com, to purchase the connector you need BEFORE you arrive at Lewis & Clark.)**

 (For Windows users) I understand how to connect my Windows notebook to an external display, AND how to make my presentation appear on the external display: Y N **(If you circle N, please read your owner’s manual or contact the manufacturer’s technical support. We cannot be experts on every computer and video card manufactured and will rely on the computer’s owner to know their machine.)**

I will not bring a notebook, but will bring my presentation on: \_\_\_\_\_CD \_\_\_\_\_\_DVD \_\_\_\_\_USB drive **(We strongly suggest that you test your presentation on a different computer before you travel.)**

I need the following additional audiovisual support:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My workshop’s title, date and time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any other comments or concerns?