**Computer Presentations**

We always request that presenters arrive with plenty of time to test presentations on either our equipment or test your own laptop connected to our equipment. If you do not allow time for testing, we cannot guarantee that our staff will be able to get your presentation running by the time you need it. Please review the following important information before finalizing your presentation.

* Each room is equipped with the **Presenter Podium packages** which include:
  + Podium with microphone & USB data ports , PC Computer with internet access (1920 x 1080 @ 60 hz ), Sound/ input/ power, Input switcher for own laptop, Remote Slide Advance with Laser Pointer, Screen, Projector and Wall Mount Touch Control including webcams

**PC information:**

* Austin Auditorium, C&E Hall , Ag Production, Leaders and Science computers;
  + Windows 10 with Office 2019
  + Personal laptops need to have the resolution set to 1920 x 1080 @ 60 Hz (display settings)
* Acceptable video Format:
  + If Video is used as part of a PowerPoint be sure to bring all imbedded files for backup
  + Custom fonts and colors must be discussed beforehand
* Windows PC display settings can be found by holding the Windows key and “P” (Windows+P) and selecting the desired settings.

**MAC information:**

* Equipment:
  + Bring your MAC power cord and Adaptors with you.
  + Thunderbolt Ports must be converted to HDMI/VGA for projection – please bring your presentation on a jump drive for back up.
* Presentation Formats:
  + Office on the Mac
    - Please arrive in the facility early enough to test your presentation.
    - Test on PC with above configuration.
  + iWork, specifically Keynote:
    - Use the option to export as a PowerPoint document, the presentation will then be playable by PowerPoint, however there are usually formatting issues.
* If using a presentation made on the Mac:
  + It is very important to test it ahead of time on a PC with Office 2019.
  + If it looks correct there, then it will look correct on any of the five computers in LaSells Stewart Center if no custom colors or fonts are used/