



>> TECHNICAL REQUIREMENTS

General expectations:

- ❑ Please provide a quality sound system, wireless microphone, and video projector, with audio and video cables ready to plug into our computer.
- ❑ Our presenters bring their own laptop computer loaded with our PowerPoint, video, and audio presentations. Those using a MacBook Pro will come with an "Apple DVI to VGA Display Adapter" to plug into your video projector VGA cable. Presenters with a PC will simply need to plug your video projector cable into their VGA port.

Very important:

- ❑ We need our laptop and your cables in the front of the room near the presenter giving us the ability to control our own presentation. It is preferable to have the projector showing the presentation onto a large screen behind the presenter so that the whole audience is able to view it easily.

We ask you to provide:

- ❑ A video projector with a VGA cable ready to plug into our laptop computer.
- ❑ A mini-plug audio cable from your sound system that we can plug into the audio port of our computer.
- ❑ A plug strip near the laptop for power to the computer and projector.
- ❑ A relatively tall table on which to place our laptop right up in the front of the room.
- ❑ A wireless microphone, [not handheld].
- ❑ A stool, music stand, and a couple bottles of water.
- ❑ Be sure the sound system and the video projection system is working properly so that the entire audience can both hear and see the presentation. Our presenter will arrive with enough time to set up and test the video and audio on the computer.
- ❑ Make sure that the area where our presenter will stand is well lighted so the audience can see his or her face.

Optional but desired:

- ❑ We would appreciate you recording and/or videotaping the seminar. You may use this audio or video file for your own internal training purposes as long as you don't either sell or upload it to the Internet. Please make arrangements to send ParenTeen a copy of the audio and or video file soon after the presentation.