

## Important Technical Stuff for ALL Presenters



**Connectors:** Ideally, your laptop should have a VGA connector.

**If your unit doesn't have it, please let us know.** (We can also connect our projector to your USB port, but when both the Speaker and the Showcaser need the USB port, we will need a little extra time for set-up.)



**PLEASE TEST your display BEFORE you come!** What you see on your screen is what our projector will show on the big screen. If your slides look like this on your notebook or laptop, please change your equipment's display settings so that the slide fills the screen. (Are you using Keynote? Go to preferences, and under the "Slideshow" tab check the box that says "Scale slides up to fill display.")



**Sound:** We do not have a way to connect to the speakers, so you will need to hold the microphone near your unit's speakers. Be sure to tell us, so that we can test the volume during set-up.



**Internet:** Please **do not plan to access the Ramada's WiFi** during your presentation. We find that access is extremely slow over the noon hour.



**Updating/Scanning:** Please make sure your device won't be updating or running a virus scan during your presentation.



**Arrive early.** Our paid advertisers expect their slides to show from the time the doors open. Please **arrive no later than 11:10**, so that we can set your equipment up and be sure it's all working, before our paid slide show begins.

## Rules for SPEAKER Presentations\*

If you're our speaker (20 minutes), please remember that this is **NOT** an opportunity for blatant self-promotion. Please set up your slides so that your logo/tagline isn't overly prominent. Here's a "before and after" example:



This is the max we'd like to see on the intro slide. For the full presentation, it's also **just fine for a Showcase**, but **too much self-promotion for a Speaker presentation.**



Appropriate use of logo/tagline. (Also a more visible location; bottom is often hidden by audience's heads.)

\* Ignore these rules if you're a member giving us a 5-minute **showcase**. Emphasize your own business as much as you like—you're paying for your five minutes, so work it!