Seminar Room Presenter's Guide

Presenter’s guide to the projector in the Seminar Room

- **View our Presenter's Frequently Asked Questions**
- **For information about Audio setup in the Seminar room visit our Audio Instructions Page**
- **For information on troubleshooting issues in the Seminar room visit our Troubleshooting Page**

Reserve the Seminar Room

- *NOTE: If you're a seminar speaker this has been done for you*
- Seminar Reservation Request Form
- Fill out the required information > Click Submit
- An email will be sent to the manager of that resource
- A confirmation email will be sent to you when request has been processed
- Please arrive 30 minutes (**3:30 pm**) prior to the start of your presentation to allow setup and configuration time

Equipment provided in the Room

- Epson Projector
  - Connects with an HDMI cable
    - HDMI to mini DisplayPort adapter available at podium
    - Need a different adapter? Please contact IT Help Desk
- MacBook
  - We recommend you use our Macbook provided

    - Use of personal computer allowed with the aid of IT Help Desk Staff
- Laser Pointer
- Audio Cable
- Timer
- Tables and Chairs
    - Note: arrive early to set this up ahead of time
- Microphones
    - For seminars these microphones will be set to only record voices, not project them to the audience

Recording or Live Streaming

- Presentations/Events are recorded or live streamed straight to the MLML Youtube account
    - This allows those not present to watch the event live, or allows for the recording to be shared at a later date
    - Live streams/Recordings can be: Private, Public, or Unlisted (can only view if have direct link)
    - **NOTE:** All MLML seminars are recorded for MLML internal community but the speaker has option to make the presentation stream live to public or not
- Our microphones will record the presentation/event
- Use of our Macbook highly recommended
    - Allows for use of our Spotlight laser pointer, which can be seen through our capture device to those viewing virtually
    - Regular laser pointers will not be seen virtually on slides

Formatting Presentation

- For best quality we recommend a 16:9 powerpoint presentation
    - Follow link to learn how to format a 16:9 presentation
- If presentation created in a pre-2011 version of MS Office PowerPoint, we recommend that you save your presentation as a portable PowerPoint presentation
    - Doing this will ensure any links and videos embedded in your presentation will be saved and transferred over without issue.
- Save presentation on flash drive whether using our Macbook or your personal computer

Before Event Prep

- Power on the projector using the Epson remote
    - Check that it is connected to computer via black HDMI cord
- Wake up Macbook on podium

- Transfer presentation onto desktop of Macbook
- Open presentation and run through slides to photos, videos, and/or audio working properly
- If recording/live streaming you will be fitted with a Lapel Microphone

After Event Cleanup

- Remove presentation and flash drive from desktop of Macbook
- Leave Macbook powered on but close the computer to allow it to sleep
- Turn off projector using Epson remote
- Return equipment to HelpDesk Tech, adapters, Lapel Mic, laser pointer
- Turn off lights

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