

Policies for Accommodating Guest Presenters/Public Presentations

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Information Services Department

Westminster welcomes guest presenters to the college. If you are bringing a guest presenter to campus, please use this document as a checklist to help the process go smoothly and ensure you receive support.

Guest Presenters in Class

If you are an instructor bringing a presenter to your regularly scheduled classroom, you will need to contact Jeff Brown if your guest plans on using the multimedia equipment in the classroom. Jeff Brown will create a guest account for your visitor to allow them to log into our system. We ask guest presenters not to alter with the classroom equipment. If they need technology support please contact Randy James x2037 **at least five working days** prior to your guest's presentation.

Public Presentations

If you are a presenter for a public presentation in one of the larger facilities such as the Gore Auditorium, please contact the following people **at least five working days prior to the presentation**:

- Schedule the room through Joe Ferrari 801-832-2520. At this time please also let Joe know of any multimedia equipment the presenter will need.
- Schedule technical support and pre-conference set-up with Randy James at 801-832-2037. At this time please let Randy know if the presenter will need to broadcast the presentation to overflow rooms (see below).

Attendee Overflow

For public presentations, it is your responsibility to estimate the number of attendees. If the anticipated turnout is greater than the room's capacity, you must make accommodations for additional overflow rooms; this can be done through Joe Ferrari. The IS department will also need to notify to allow time for the broadcasting equipment to be set-up. The IS department must be notified of overflow rooms **at least two working days** before the presentation.

Westminster Multimedia Equipment

Westminster has standardized on IBM PC-compatible equipment running Windows XP operating system. All campus computers have a CD-Rom drives and USB ports. Some classroom computers are equipped with a DVD drive. All computer classrooms and presentation rooms have overhead DVD/VCR player, LCD projectors, screens, and audio equipment. Not all rooms have transparency projectors, and slide projectors are not available.

To help accommodate you're the presenter, we recommend that you have the presenter email you their presentation files and media beforehand for testing. As a backup, have the presenter bring the files on a CD or thumb drive.