



ITCESO Technology Checklist for Sponsors and Presenters

What do you need to present? *check as many as apply*

- computer file movie file on dvd dvd paper/books/objects/photos
Audio cd ipod other _____

If using a computer file:

- I am bringing my own laptop. PC MAC
 I have the adapter for my MAC.
 I am bringing my own computer projector.
 I need BSU to provide a laptop - PC only available.
 There is sound with my computer file.

What application/program was used to create the file (name and version of software)?

- _____
- I need software installed on the computer(s). *licensing permission must accompany software*

Name and version of required software: _____

- Software needed only on teaching station for demo.
 Software needed on all attendee/participant computers.

If you are bringing a computer file to use on BSU computers, how will you be bringing the file?

Please note, BSU computers do not support floppy disks

- I'm all set, I have a usb drive with compatible software
 I'm all set, I'm bringing my own laptop
 I am bringing a cd, but have paper copies in case the file does not open

 I need to use the internet.
 I will need sound from the internet sites.

- The attendees/participants need a computer station for hands-on work.

Software they need to use - name and version: _____

- I need a flip chart in addition to the white board or chalk board.

How do you need the tables/chairs to be set up in the room in relation to the technology equipment and screen?

If there are specific audio needs, please describe:

I would like to arrange for a training session prior to the presentation.

I am available: _____

I will share my file(s) before the presentation to allow the technical staff time to save to the computer's desktop and test the presentation.

Overnight stays on campus:

The participants are staying in the on-campus Residence Halls.

Phone lines needed, please activate.

Additional Notes:

We appreciate your taking the time to read and respond to these thoughts. We hope you have a successful experience at Bridgewater State University.

Thank you.