



IT CESO Technology Checklist for Sponsors and Presenters

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

- computer file
- video
- dvd
- paper/books/objects/photos
- 35mm slides
- transparencies
- Audio cd
- Audio cassette
- 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 BSC 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 BSC computers, how will you be bringing the file?

Please note, BSC 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 transparencies 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: _____

Most classrooms are equipped with projection screens, and white boards or chalkboards.

- 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?
