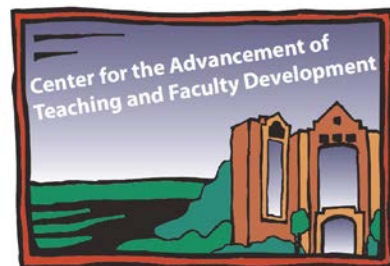


ATTENTION!!!

You will find the technology needs form on the next page. The form is printable as well as computer-fillable. If you find that you are unable to enter information into the form fields in this file, it's probably because the file was opened inside your web browser and your web browser does not allow the entry of information in computer-fillable forms. In this case, you should download the file and open it with Adobe Acrobat outside the web browser. Also, please ensure you have the latest version of Acrobat Reader installed.

Presenter's Technology Needs Form



Xavier University of Louisiana

Name of Presenter: _____

Date of presentation: (mm/dd/yy) _____

Duration of Presentation: _____

Will you need a digital projector?

yes no

Do you want to use one of our computers for your presentation?

yes PC

yes Mac

no

If you are using one of our computers for your presentation, what program did you use to create your presentation?

Office 2010 or 2011

Open Office

Adobe

Other (please list) _____

I will use my own computer (PC)

I will use my own computer (Mac)

Do you want the participants to have access to computers during your presentation?

yes no

Will you need to use a Smartboard during your presentation?

yes no

Do you want to use a presentation remote during your presentation?

yes no

Do you want to use an audience response system (e.g., clickers) during your presentation?

yes no

Will you need to have wireless access to an internet connection for your personal computer?

yes no

Do you have any other technology needs for your presentation?

Note: It is important to press the TAB key after you have entered your information on each line.
