

## Guest Presenter/Speaker

*This Form is to be filled out by the MBJH Staff Sponsor for their Guest Presenter.*

Staff Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Guest Presenter/Speaker: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date/Time of Presentation: \_\_\_\_\_ Location/Room Number: \_\_\_\_\_

### **Pertinent Information for Guest Presenters/Speakers and their staff sponsor:**

1. All Classrooms have:
  - a. A Windows teaching computer connected to a projector (via VGA cable)
    - i. Connected to a sound system.
    - ii. Has available USB ports and CD/DVD Drive
    - iii. Runs Microsoft Office Applications
    - iv. Is connected to the Internet
      1. Internet is filtered, so your staff sponsor will need to check to make sure that any site you want to visit is not blocked.
      2. Youtube is blocked during the school day from 7:30-3:30, but your staff sponsor has the ability to copy any YouTube movie you need to use in your presentation the day before and save it to the computer's hard drive for your usage.
  - b. A document camera where you can show any page, book, object to the large screen
2. We recommend that you bring in your presentation on a USB flash drive or CD since each room has a computer already connected to present.
3. Our computers will easily display the following:
  - a. PowerPoint
  - b. PDF
  - c. Windows Media
  - d. QuickTime
  - e. Internet Based presentations like Google Presentations and other Web 2.0 tools.
4. Your staff sponsor will need your presentation before the day you are scheduled to present so he/she can make sure that it runs.
5. If you bring in your own computer, it needs to be able to connect to the projector via a VGA cable. If you bring in an Apple computer or device, you will need to bring any adapters you need to connect via a VGA cable. Your staff sponsor will need to unplug the VGA cable coming from the projector wall plate and plug your computer into that VGA cable.
6. If your staff sponsor would like to schedule a time prior to the presentation day to have a technology team member meet with him/her to help with setup or troubleshooting any issues they encounter in preparing for their guest presenter.