

# Tech Information for Speaker

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The following equipment is available for your use.

- Podium with microphone. We also have a lavalier upon request.
- AAUW MacBook Pro with PowerPoint
- Projector Screen for use with our MacBook Pro

## PowerPoint / Video Presentation Requirements

- As soon as you arrive, your contact will introduce you to our tech members on duty.
- **Bring a backup flash drive with your presentation.**
  - If you are presenting remotely, please email a copy of the presentation to [mpls.aauw@gmail.com](mailto:mpls.aauw@gmail.com) We will be able to screen share in case of technical issues.
- **Use of the PowerPoint format is required**
  - File types: .pptx, .ppsx, or .ppt.
  - [How to convert Google Slides to PowerPoint](#)
  - [How to convert Keynote to PowerPoint](#)
- You will be using our podium computer while presenting. Ensure that your speaker notes are included in the PowerPoint file you share with us.
- Let your contact person know if you are NOT planning to speak behind the podium. If you are participating in a panel discussion or planning a performance, your contact person needs to know. They will communicate your plans to us ahead of time.
- If you have a video in your presentation, it needs to be inserted into your PowerPoint. **LINKS TO VIDEOS WILL NOT BE PLAYED.**
  - [How to insert a video into PowerPoint.](#)

You will be asked by your AAUW Minneapolis contact person if you are willing to sign the release form to permit the recording of your presentation for the members on Zoom. At your request, we will not record your presentation, however, we will live stream it to our members at home.