



PRESENTER INFORMATION

July 10-12, 2024 | University Puget Sound, Tacoma, WA

Important Contact Information

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University tech help

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Important Documents/Logins:

- NW Land Camp Digital Program | [Download at nwlandcamp.org/program](https://nwlandcamp.org/program)
- Campus Map: nwlandcamp.org/map
- Wifi info: Join the network "PS-GuestAccess" (no password)
- Campus computer login:
 - **Username: psvisitor14**
 - **Password: Sumer2024!!**

How to project from a computer:

- Campus computer login:
 - **Username: psvisitor14**
 - **Password: Sumer2024!!**
- Using the campus computer:
 - **If you're in Thomas Hall (not Thompson)** - use the screen on the lectern to select PC, log in with the above code. The projector should come on automatically
 - **If you're in Kilworth Memorial Lounge** - There's a laptop already available for you. Use the login above. If projector is not already on, use

the remote and stand directly below the projector to turn it on. It can be finicky. Microphone is available and should be plugged in already, just unmute.

- **For all Thompson classrooms:**
- Login using the username and password above
- Turn on projector (there will be a remote or a button on the console)
- On the console, make you're set to "PC"
- You'll need to mirror the screen (Command/Windows + P, then mirror screen with "Duplicate")
- You can use the USB drive if you need it
- You should be set
- **Using your laptop**
 - **If you're in Thomas Hall (not Thompson)** - use the screen on the lectern to select laptop. Connect using HDMI. All Mac users need to provide their own adaptor/dongle. The projector should come on automatically
 - **If you're in Kilworth Memorial Lounge** - There's a laptop connected via HDMI. Unplug it and plug yours in. All Mac users need to provide their own adaptor/dongle for HDMI. If projector is not already on, use the remote and stand directly below the projector to turn it on. It can be finicky. Microphone is available and should be plugged in already, just unmute.
 - **For all Thompson classrooms:**
 - Turn on the projector (there will be a remote or a button on the console)
 - On the console, select "Laptop" instead of PC
 - Use HDMI plugin. If you have a Mac, use your adaptor/dongle to connect
 - You'll now need to mirror your screen
 - If you have a PC — hit Command/Windows + P, then mirror screen with "Duplicate"
 - If you have a Mac — Go to system preferences > Displays > Mirror Display
 - You should be set

Code of Conduct

Every presenter has agreed to follow our [Code Of Conduct](#). Presenters should familiarize themselves with the Code of Conduct and our [10 Tips for an Engaging and Inclusive Session](#).

Diversity, Equity, Inclusion, and Justice (DEIJ)

As you'll see on our website, we're committed to creating an inclusive environment at land camp and have hired a DEIJ advisor, Tristan Penn, to support all presenters to create safer spaces in every session.

If you want to get Tristan's feedback on your session, you can:

1. Join his open office hours on July 3, from 2:30pm - 3:30pm! Presenters can ask questions related to Diversity, Equity, Inclusion, and Justice during that session. Want to attend? Email Eric at eric@oregonlandtrusts.org for the link.
2. Can't attend the office hours? Email both tristan@nten.org and eric@oregonlandtrusts.org and we'll connect you for a one on one consultation with Tristan.

Closed Captions

To make our conference as accessible as possible, we ask that you turn on closed captioning during your presentation. It's a simple process and you can find instructions on how to add closed captions for [Powerpoint here](#) and [Google Slides here](#). If you are not using either of these formats for a presentation, please reach out to us and we can work to set you up with closed captioning.

Not projecting a presentation?

We'd ask you to at least [use this one-page Land Camp template presentation](#) and then turn captions on so that captions are still present:

When I get to campus, where do I park and how do I check in?

View the University of Puget Sound map here: nwlandcamp.org/map

The campus is much smaller than you might have originally thought. The University is in a neighborhood, and is a small liberal arts college.

Parking

Parking is free anywhere on campus and there is plenty of parking in nearby neighborhoods as well. The map shows a number of different parking lots.

Checking In

Our check-in table is in the lobby of **Trimble Hall**. When you check in you'll get a welcome packet and lanyard. **To eat any of the conference meals (beginning with breakfast on July 10) you must be checked in and have a meal badge.** If you booked lodging with us you'll get your room info when you check in. Here's a list of times the registration table will be open

- Tuesday July 9, 1:00pm - 7:00pm
 - Arriving after 7pm on July 9? You'll need to call campus security to get your room key and then check in with Eric at the registration table at 8am. Campus security phone # is 253-879-3311 .
- Wednesday July 10, 8:00am - 5:00pm
 - Arriving after 5pm on July 10? Please text Eric Steen well in advance to let him know and then call when you arrive at 503-502-3967
- Thursday July 11, 8:00am - 3:00pm

Super Important Details

What is the exact room, time, and date of my workshop?

Please refer to the Land Camp Program for full details. You'll get a print version when you arrive, but you can download it here now: nwlandcamp.org/program

How far in advance should I arrive in my classroom and can my workshop last longer than 90 minutes?

If there is not a workshop in your classroom immediately before your workshop **we require that you arrive early enough so that you are *completely* ready to present 10 minutes before your workshop begins.** We also require that everyone ends their workshop on time. If discussion isn't ready to end on time, tell attendees to carry the conversation outside and leave the room under the assumption that another presenter will be coming in right behind you to set up their workshop. This is very important.

If your workshop is the morning of July 11, please make note:

There is only 15 minutes before the end of the Session #4 (9:00am - 10:30am) workshop and the beginning of Session #5, which begins at 10:45am. Therefore it is imperative that the Session #4 workshops end on time and the space is cleared for the next presenter. For Session #5 presenters beginning at 10:45am, make sure you are ready to enter the classroom right at 10:30am. We highly recommend that you have tested and prepared everything in advance (see more details below about tech testing).

Is Land Camp setting up my presentation for me and do I need to send you my presentation in advance?

No. We are not collecting presentations in advance. Every presenter is responsible for ensuring their presentation works. Please back up your presentation by either emailing it to yourself, uploading it to a Google Drive, or Dropbox.

We do hope to get a copy of your presentation so we can share it after the conference with participants, but we will not be assisting in loading your presentation during the conference. When your presentation is set, please email it to info@nwlandcamp.org

How can I test out my presentation in advance?

We have scheduled two presentation-testing times with tech assistance:

1. Tuesday July 9, 2:00pm - 5:00pm - Head to Thompson Hall, Room 383
2. Wednesday July 10, 12:15pm - 12:45pm - Head to Thompson Hall, Room 395

If neither of these times work for you, you're welcome to test out your presentation any time between 8:00am - 5:00pm when there isn't already a workshop taking place in your

room. We recommend doing so during a meal time, when the classroom is guaranteed to be available. *Do not skip testing out your presentation in advance.*

Will Land Camp have a helper in my workshop?

In every workshop we will have Workshop Assistant Volunteers who are primarily there to assist if there is a tech issue, call in if there aren't enough chairs, or if there are other facility related issues. They'll arrive 5 minutes early. In some cases the Workshop Assistant might need to make an announcement before the workshop begins (see below). These volunteers have chosen to assist in your workshop because they want to attend your workshop. Please note that the Workshop Assistants may be available to help with other light assists but they are not there to set up the room for you, organize things, run errands, or to clean up after your workshop ends.

Sponsorship Announcements in Some Workshops

There are a handful of workshops that will have a sponsorship announcement read aloud at the beginning of the workshop. If this is the case for your workshop, the Workshop Assistant Volunteer will make this known to you and will need just 30 seconds right at the beginning of your workshop. These workshops include:

Forest for the Trees, The Three C's of Biochar, Carbon For Conservation, Always Better Together: Watershed Protection; Prescribed Fire; Growing Land Trust Impact on Both Sides of the Columbia; Chimacum Ridge Community Forest; Putting the "Community" in Community Forest Planning; and Farmland Affordability and Conservation Easements

Other Frequently Asked Questions

I'm only on campus for my one workshop, do I need to check in?

No, it's not required. But know that the Trimble Hall Foyer is a central location so if you have any questions you'll want to head there.

What is my classroom equipped with?

Every classroom is equipped with a PC computer, a projector that's connected to the PC, an HDMI cord to connect to the college's system with your own computer, and speaker for sound on videos. Test out your sound in advance! Rooms also have whiteboards or chalkboards. If your room is in the Kilworth Memorial Lounge you will also have access to a microphone.

How do I connect my laptop for my presentation?

The University has computers in all classrooms, and each is connected to the projectors. We recommend that you use the existing setup to make it as easy as possible for everyone. **We are unable to provide any laptop/projector connectors or cables for your use. If you still want to attempt to connect your computer, you need to provide your own cords and connect via HDMI.**

Should I send you my presentation so people have the slides?

Yes, you can send it to info@nwlandcamp.org as soon as they are ready. This is not a requirement, but we do get many requests for the slides, so if you're comfortable sharing, it would be great to be able to share out slides for all presentations after Land Camp ends.

One of my presenters is Zooming in, how will that work?

It should be pretty straightforward if you're used to hosting virtual meetings on Zoom. Whether you're using Zoom or another application, you will need to coordinate this with your digital presenter using your own accounts. Keep in mind that the free version of Zoom only lets you have a 40 minute meeting.

The campus computers should be hooked up to speakers so you're going to want to learn how to turn those on during a tech testing session. One issue that we foresee is the microphone — you'll want to stand close enough to your computer microphone so that your co-presenter can hear you. If you move around the classroom a lot, they might not hear you. We'd recommend having your own computer with you just in case. If you're using your own computer you'll need an HDMI connector to plug into the campus system.

What if I need speakers/sound for my workshop?

Today is your lucky day! Every classroom is equipped with speakers. When you test out your presentation, please make sure you also test out the sound and any videos you are playing.

What about microphones?

We have limited access to microphones, however, workshops held in Kilworth Memorial Lounge will have microphones available and we encourage you to use them since the space is larger. For this reason we would like to reiterate the importance of closed captions as mentioned above.

How do I sign in to the computer in my classroom?

When the Land Camp organizers get to campus, we will write the computer login information on to either the whiteboard/chalkboard or the computer podium of every classroom that we are using. Just look for that login info when you test out your presentation.

My workshop will probably go long. Is that cool?

Pretty please, with a cherry on top, keep your workshop to its set length so that the next workshop can start on time. Keep the conversation going outside of the classroom.

Is there wifi on campus?

Is climate change real? Yes! We'll add it to the top of this document once we arrive on campus and get that info from the university (they change it every week during the summer).

Are you recording workshops this year?

Nope!