

CHECKLIST

BRINGING YOUR LAPTOP

Will the institution you are visiting support your laptop Yes No	
Is your laptop a Mac or PC	
Does your laptop have a VGA or DVI output?	
How do you tell your laptop to output video?	
Do you have your power cord?	
Do you have any other proprietary cables?	
What is the resolution on your computer set to, and do you know how to change it?	
Is your screen saver turned off?	
Are your energy settings turned off?	

USING A COMPUTER AT THE LOCATION YOU ARE VISITING

What software do you need, and is it available at the site?	
Is the computer you will be using a Mac or PC	
Do you need internet access?	
If you plan to use the internet, what browser do you use?	
Have you copied your presentation to a thumb drive or CD?	
Have you tested your presentation on a computer other than the one it was created on?	
Have you named your file appropriately?	
Is your screen saver turned off?	
Are your energy settings turned off?	