

Computer/Technical Needs Request:

Please complete and fax back (415) 241-2371. Contact Mia Nguyen (415) 241-2356.

Name _____ Phone Number _____

1. The presentation is:

A hands-on session (Requires a lab with demonstration computer, means of displaying its screen, and identical software installed for participants on all other lab computers.)

A Demo (Requires one computer and LCD projector or other means of displaying the demonstration computer's screens to participants.)

Other (please specify): _____

2. Do you need BANNER connection? Yes No

3. Have you used the Rosenberg Library's Multimedia rooms?

Yes, I am familiar with the multimedia rooms and their resources. One of them would be suitable for my presentation.

Other (please describe): _____

4. Platform: Mac IBM-style PC Either

5. Will you provide the presenter's computer?

Yes, I will bring a laptop or can provide a computer and cart.

I know how to connect the computer I will bring to an LCD projector.

No, I need one at the presentation site.

Comments: _____

6. Hardware required:

Computer

LCD Projector and screen or ComWeb system.¹

Other (please describe: e.g. sound card/speakers, zip drive, DVD drive, scanner): _____

7. Software required: *Generally available software* includes: Browsers: Microsoft's Internet Explorer and Netscape Communicator, Microsoft Office (Word, Excel, PowerPoint), Adobe's PhotoShop and PhotoDeluxe.

→ If the software you request is not available, can you supply legal copies of the software for all participants in your presentation? Yes No

8. Do you need Internet access?

Yes, for the presenter's computer only

Yes, for all computers

No

Other Needs not listed above:

¹ ComWeb is available in R209 and R210 only. ComWeb allows presenters to show their screen directly on all participants' computer screens as an alternative to projection.