

# Presentation Venues: Things to Consider

## Elon Venue Tips

Prior to presenting on campus, we strongly recommend an in-person site visit to ensure a successful presentation. During this site visit we suggest bringing the presentation computer with you so that you can connect it to the system, ensuring the proper cables are in place.

During your in-person site visit consider the following questions as they will help you determine whether the room will meet your needs. Through this assessment you may find that additional arrangements may need to be made prior to your presentation.

If an in-person site visit is not feasible, [the technology wiki](#) provides detailed instructions for many on campus presentation spaces.

## Asking the right questions

- How is the room laid out?
  - If the furniture can be moved, will you need to factor in time for the audience to rearrange the room?
- Does the room have an installed projector? If so what is the aspect ratio?
- Where will I stand in relationship to the projector and my computer?
- Is a computer provided?
- Am I expected to use a provided computer, or can I use my own?
  - If using a provided computer, what software does it have installed?
- What type of computer connection is available for my own computer? (HDMI, VGA)
- Will I need to provide my own cables and adaptors?
- Is there a place for me to set up my computer?
- Is there an input for laptop audio?
- Does the room have microphones available?
- What is the capacity of the room?
- Will I need wireless internet access set up in advance?

## Available presentation equipment

While a trip to the venue should provide you with a decent understanding of the equipment available for you to use, Media Services offers additional resources to supplement the permanently installed technology. They are available for checkout at our checkout center in Belk Library. [Explore the Media Services website to learn more.](#)

Common checkout items include:

- Projectors
- Laptops
- Presentation Remotes
- Microphones
- HDMI Cables

If your presentation will be in a large campus venue such as Whitley Auditorium, Alumni Gym or Great Hall it may be beneficial for you to speak directly with a technology staff member about your presentation as those spaces may require on-site technical support during your presentation. You can reach an event support specialist by calling Media Services at 336.278.6594.