

REMOTE Power Point Presentation Instructions

1. EQUIPMENT NEEDED FOR PRESENTATION:

Laptop Computer or PC with a webcam device

Computer friendly projector

(Optional) Separate Audio/PA system (Microphone, Speakers, Amplifier)

2. PROCESS FOR A POWERPOINT PRESENTATION:

IMPORTANT: YOU MUST HAVE “SKYPE” AND “JOIN.ME” ACCESS FOR THIS TYPE OF PRESENTATION.

THESE SITES ARE FREE AND CAN BE DOWNLOADED FROM THE INTERNET

(YOU MAY REQUEST A PERSONAL SLIDE SHOW PRIOR TO THE PRESENTATION TO BECOME FAMILIAR WITH THE TECHNICAL WORKINGS OF THE POWERPOINT PRESENTATION)

3. Request a presentation on the (contact us) tab on ussna.org website please submit your “SKYPE” information along with your request (Skype contact name & your phone number)

Allow a minimum of 7 days for technical arrangements

4. THE DAY OF THE PRESENTATION: (PLEASE ALLOW 2 HOURS FOR THE ENTIRE PRESENTATION)

Attach projector to computer

Position the projector to show slides on a blank, light colored wall or projector screen

1 hour prior to the presentation, you will receive a Skype call on your computer from a “presentation moderator.”(This will allow for correction of any technical issues)

You will be asked to access join.me and be given a nine digit access code (ex: 000-000-000)

Once connected, you should see the opening slide on your wall or screen

(Optional) Activate your audio system; Place the microphone near the computer’s speaker

SIT BACK, RELAX AND ENJOY THE PRESENTATION

Q & A WILL DIRECTLY FOLLOW THE PRESENTATION