

Questions to Ask a Presenter

Presenter's Name:

Presenter's Phone#:

Date of Presentation:

Location of Presentation:

Olin Contact:

Question	Answer	Details/Notes
Will there be a PowerPoint presentation?		
Will there be audio/video media such as DVD, VHS, CD, Cassette, etc.?		
Will presenter remain at the podium or will they move around?		
If they move around, will they need a wireless microphone or do they prefer to just speak loudly?		
Will they need access to the internet?		
Are they expecting to have the presentation videotaped, recorded to audio cassette, etc?		
Does the presenter have anything that needs to be preloaded before they arrive that day? If so, they can email, send over disc, etc. Whatever we can do to have it ready when they arrive, the better.		
Does the presenter have any special requests, such as a document camera, or anything else that is not normally at that location?		
How long is their presentation?		
How much time will they need before their presentation is to begin?		