Guide to Having an Awesome Laptop Experience in the Ballroom

Planning Your Setup
Where will the laptop be positioned during the event?
Typically, it’s on the podium or at the tech booth (in the audience). Let us know in advance so that we be ready for you on the day of your event!

Will your presenter(s) need to control the slides remotely?
If so, you’ll need to bring a remote that’s compatible with your laptop.

Will any of the videos or presentations have audio?
Either way is cool with us. Again, let us know so that we can be ready for you!

Heads Up: Our projection screen is 16x9 widescreen. Create your presentation/video in a widescreen format, or else the image won't fill the entire screen.

Laptop Requirements
Output resolution of 1280x720 or 1280x768.

VGA output OR An adapter like this!

When You Get to the Ballroom...
Arrive with the laptop at the time you planned with the Production Managers, and ask the tech crew if they're ready to check your laptop. When they're ready, set up your laptop at the spot you decided on in Step 1.

Plug in the VGA cable, the audio cable... and the power adapter! There's nothing worse than a dead battery on Slide 8.

Check your video output settings. Either Mirrored Mode or Extended (Multiple) Display Mode is ok as long as the resolution sending to projector is 1280x720 or 1280x768. If you have a choice, set the refresh rate to 60Hz.

Adjust your display and power-save settings (e.g. display sleep, computer sleep, lock upon sleep, login screen upon wakeup). During a presentation, you don't want your laptop doing anything without your permission!

If there's time, run through the entire presentation! If something is going to go wrong, it's best that it happen (and that it gets fixed!) before the audience walks in.