

**WILLIAMS COLLEGE ART DEPARTMENT  
VISUAL RESOURCE CENTER**

**DIGITAL PROJECTION GUIDELINES FOR VISITING SPEAKERS**

To insure problem-free digital presentation in either the classrooms or auditorium of Lawrence Hall, the following suggestions are recommended:

No matter how you present your talk digitally, it is suggested that you bring a back-up of your presentation. All Lawrence rooms support projection from either a PC or a MAC, and the auditorium and the largest classroom support dual projection. One may present with either PowerPoint or the ARTstor Offline Image Viewer (OIV). If you plan on using something different, please let us know as soon as possible prior to your arrival on campus and we will do our best to accommodate you.

It is suggested that you access your presentation on either a flash drive or CD and move it to the desktop of the classroom or auditorium computer. However, if you are bringing your laptop, you must bring your own cable connectors to be able to hook up and project from the laptop. We do not have all of the various cable connectors, specifically those for Macs.

Please visit the Visual Resources Center early in the day that you arrive on campus, as we need to manage the computer login with you. It is preferable for us to load your presentation on our computer ahead of your talk, and it would be ideal if you could send us your presentation ahead of time and we could load it for you.

Please feel free to contact us ahead of time, our email addresses are included:

Linda Reynolds, Visual Resources Curator

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