

**WILLIAMS COLLEGE ART DEPARTMENT
VISUAL RESOURCE CENTER**

DIGITAL PROJECTION GUIDELINES FOR VISITING SPEAKERS

To insure problem-free digital presentation in Lawrence Hall, the following suggestions are recommended:

No matter how you present your talk digitally, it is imperative that you bring a back-up of your presentation in a different format. We support projection from either a PC or a MAC, and through either PowerPoint, the ARTstor Offline Image Viewer (OIV) or Keynote. 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 easier to work from either a flash drive or CD than to hook up your laptop. However, if you are bringing your laptop, you must bring your cable connectors. We do not guarantee that we will 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. It is preferable for us to load your presentation on our computer ahead of your talk. 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

Linda.A.Reynolds@williams.edu

Staff:

Charles.H.Paquette@williams.edu

Amy.A.McKenna@williams.edu

Heather.Carroll@williams.edu

Lawrence Hall

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