Dear MOBIUS Conference Presenter:

Thank you for your commitment to present at the MOBIUS Annual Conference. We hope your presentations are developing smoothly.

PRESENTATION DOCUMENTS

The MOBIUS Consortium Office requests that you submit your presentation materials (PowerPoint slides, handouts, etc.) to mcoconf@umsystem.edu **by May 5, 2009,** for posting to the conference website. This will allow MCO time to post the documents to the website at the same time as they finish the preparations for the conference.

With your presentation materials posted to the conference website in advance, you will not have to make copies of the documents for the people attending your session. Attendees can make their own copies before the conference and/or familiarize themselves with your topic in advance.

If it is not possible to have a final version of your presentation materials by May 5th, it is acceptable to submit a preliminary version by that date to mcoconf@umsystem.edu. Then, after the conference, you should submit your final version for posting to the conference website.

If you are not able to submit a preliminary or final version of your materials by May 5th, the MOBIUS Annual Conference Planning Advisory Committee asks that you bring enough printed copies of your PowerPoint slides or other documents to your session for the attendees. We will email you closer to the conference with the number of people signed up for your session as of that date. After the conference, you should submit the final version of your materials for posting to the conference website.

INFORMATION ABOUT TECHNOLOGY PROVISIONS AT THE CONFERENCE

In order to ensure that everything goes smoothly when you are presenting your session, we want to let you know about the technology that will be provided to you for your presentation so that you can prepare accordingly.

Please take a few minutes to carefully review the important information below.

Internet Access

Wired Internet access will be provided. Wireless access (wifi) will NOT be provided. If you bring your own laptop, please ensure that it has an Ethernet port available.

Equipment Provided

The following items will be present in every room:

- Laptop with USB/flash memory port and touchpad
- Projector with projection cart
- Projection screen
- Podium with wired microphone
- Combination remote, joystick mouse, and laser pointer (presentation remote).

If You Bring Your Own Laptop

- Please note that Mac laptops do not have a standard VGA connector (for the projector) and you will need to bring your own adapter.
- The presentation remote will not be set up to work with your laptop.
- Other difficulties may occur. This is why we recommend that you use the provided laptops if possible.

Software Guidelines

- All presentations must be on a USB/flash memory drive. Zip drives, floppy drives, and CD-ROM drives are not available.
- The laptops we provide are running Windows XP with Microsoft Office 2007. (Microsoft Office 2007 is backwards compatible with previous versions of Microsoft Office.) Bring your presentation and presentation materials in either the new (.pptx) or old (.ppt) formats.

Additional Equipment

The items listed below will be available, but not present in each room. If you need any of these items, please request them at the MOBIUS conference registration desk at least 15 minutes before your session begins.

- Flipcharts
- Markers
- Easels
- Computer Speakers

There will be support staff on site to assist with any technology issues.

REMINDERS

Please register for the conference itself and for lodging at Tan-Tar-A if you have not already done so. Visit https://mco.mobius.umsystem.edu/conference to register for the conference. Call

Tan-Tar-A at (800) 826-8272 to reserve a hotel room as soon as possible after registering for the conference.

If you have any questions or concerns, please let one of us know as soon as possible.

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