Dear MOBIUS Conference Forum Facilitator:

Thank you for your commitment to facilitate a forum at the MOBIUS Annual Conference.

FORUM QUESTIONS

Attached are the Forum Guidelines for the 2009 MOBIUS Conference that we included in our email on December 11, 2008, that told you your forum proposal had been accepted.

As stated in the guidelines, we highly recommend that you prepare a list of questions in advance of the conference to keep the discussion focused and moving at the forum. For the 2007 conference, one forum facilitator found it helpful to hand out copies of the questions at the beginning of his session. He said this helped the participants think of points they wanted to make or ask, and it helped ensure that key points were covered at the forum, especially as the session was nearing the end.

If you would like your questions posted on the conference website for attendees to start thinking about the various aspects of your forum's topic before the conference, the MOBIUS Consortium Office requests that you submit the document with your questions to mcoconf@umsystem.edu **by May 5, 2009**. This will allow MCO time to post the documents to the website at the same time as they finish the preparations for the conference.

The questions you send to the MOBIUS Consortium Office for posting to the website prior to the conference do not need to be your final version of questions. The pre-conference list of questions can be merely a starting point to help attendees think about your forum's topic.

If you prefer to bring printed copies of your questions to distribute at your forum, we will email you closer to the conference with the number of people signed up for your session as of that date.

INFORMATION ABOUT TECHNOLOGY PROVISIONS AT THE CONFERENCE

In order to ensure that everything goes smoothly while you are facilitating your forum, we want to let you know about the technology that will be provided in the meeting rooms at the conference 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 documents 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 documents 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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