# Text of the Technology Email

Thank you for your commitment to present at the MOBIUS Annual 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.**