

Preferred Room Amenities

Please provide the following to our speaker on the day of your campus event. Thank you!

- Sound system with wireless lapel microphone**
- Extra batteries for the sound system**
- Access to the classroom projector**
- Wifi login password**
- PowerPoint 2013 (or later version)**
- Whiteboards or chalkboard**
- New black and blue markers or new chalksticks**
- A flip chart with black and blue markers, if a white or chalkboard is unavailable**
- A backup PowerPoint clicker**
- A ream of white paper**
- Name tents at each seat**
- Workbooks and/or other materials sent by Zintervu***

*Please have the workshop materials available with the boxes open, but do not distribute.