Keystone Oaks Technology Department Presenter Preparation Procedure

PURPOSE:

The purpose of this procedure is to outline the steps that a presenter must take in order to ensure that all of their technology needs are met in preparation of their presentation.

Presenter- Any employee or nonemployee of the district that will be speaking in front of an audience.

GOAL:

The goal of this procedure is to ensure that proper planning is done to prevent confusion with any and all parties involved in the presentation process.

SCOPE OF RESPONSIBILITY:

Employee of the district presenter: Enter a helpdesk ticket **at least one week in advance** of your presentation. List when and where the presentation will take place and any special notes that will assist the department in getting things ready for you.

Nonemployee of the district: Any non employees of the district that will be presenting must contact the employee of the district who invited them to present. This person will then enter a helpdesk ticket,**one week in advance**, for the non employee presenter indicating the date, time and location of the presentation. In the ticket please enter the contact information of the non employee presenter, First Name, Last Name, Phone Number, Email address, in case the technology department has any questions. **This must be completed one week in advance.**

The technology department strongly suggests nonemployee presenters be prepared to us the districts presentation technology and not their own. We can guarantee that our technology will work and be serviced by our team. We cannot do the same for a non employee presenter. The technology staff has been instructed to make one attempt to troubleshoot a non employee presenters equipment. If a solution cannot be found then the district's technology will be offered

Technology Department: The technology department will ensure that presentation technology is available with access to the internet at the pre provided location and time.

Presentation technology: Laptop with connection to the internet and projector. The department's mobile presentation units called AV Rovers also provide a built in sound system.

The technology department does not handle the following presentation materials.
1. Microphones
2. Dry erase boards
3. Paper Charts

To reserve materials not managed by the technology department please contact the building principal that you or your guest will be presenting in.