

Presenter's checklist

*We hope you have a great presentation experience.
Here is a checklist that will help you avoid that
last minute panic!*



For Window's compatible laptops or notebooks

- Please check to see if you can attach a serial port cable!



Your PowerPoint presentation



- Although AIU has updated computers, please prepare your PowerPoint with compatibility for both ppt and pptx formats.
- If you need to use AIU's computers for your presentation, please be aware that videos or animations **may not** be compatible.



USB backup of your presentation



For MAC laptops



Your Keynote or PowerPoint presentation



USB backup of your presentation



- Although AIU has updated computers, please prepare your PowerPoint **backup** with compatibility for both ppt and pptx formats.
- If you need to use AIU's computers for your presentation, please be aware that videos or animations **may not** be compatible.



VGA adaptor

- AIU will NOT supply MAC to VGA adaptors, please bring your own!
- If you forget your adaptor, use your PowerPoint USB backup.



a mini display port to VGA adaptor

or



a USB-C to VGA adaptor



WIFI

When you arrive, you will be given a wifi username and password.

Under no circumstances will you be allowed to plug directly into the LAN network.