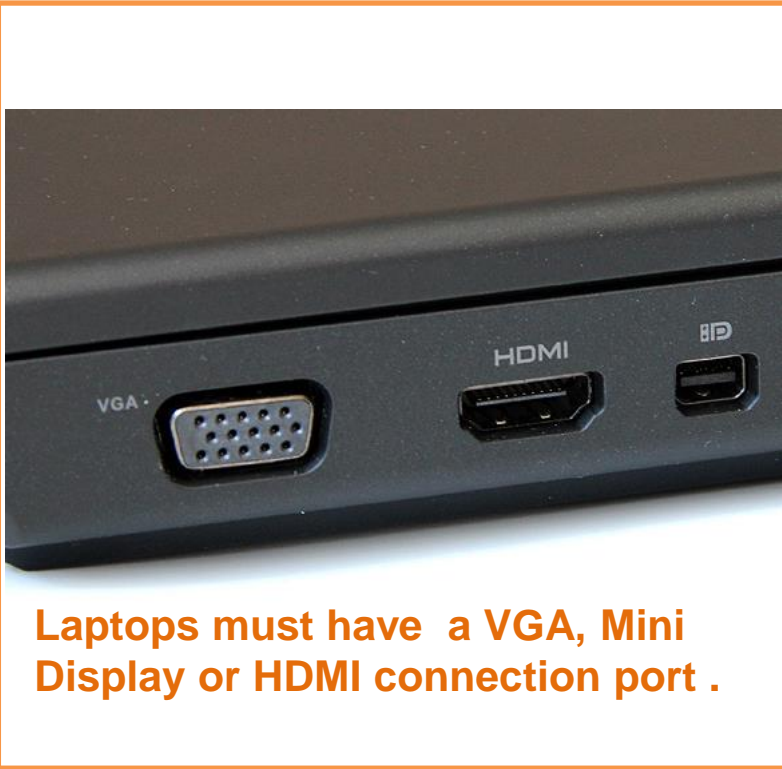


# How To Set Up Your Laptop for PowerPoint Presentations





**Laptops must have a VGA, Mini Display or HDMI connection port .**

PowerPoint and video presentations are commonplace in today's event world. However, there are still many "gotchas" that can disrupt the flow.

When using the event production company's laptop, they already have the laptops optimized for presentations so you don't have to worry. Just send them the file ahead of time and they will check it for screen size, fonts and graphics.

If you are using your own laptop, here's a checklist of the settings you need to address.\*

- Laptop connection needs to be either VGA, Mini Display or HDMI.
- Turn off all "Pop Up" notifications, including email.
- Mute audio, unless it is needed for the presentation.
- Set all system updates, including Java, Adobe, Windows, etc., to MANUAL.  
(Not "Auto".)
- Power settings are set to NOT go into sleep mode.
- Display settings are set to "Extend Display."
- PowerPoint resolution is set to 1366 x 768 or 16:9 for widescreen.
- PowerPoint is set to "Presentation Mode".
- Client logs into laptop or uses password to open protected documents if needed.
- Power cable is necessary onsite.
- There may be other changes that are needed onsite. Ask your event production technician for assistance.

\* Event Resources typically provides a backup laptop computer. If it is needed, there may be an additional cost incurred.

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