PRESENTING IN THE
MARJORIE I. MITCHELL MULTIMEDIA CENTER

FORUM ROOM / VIDEO THEATER

To help you with your presentation, the following is recommended:

- If necessary, make a reservation for a site visit to the room in the Mitchell Multimedia Center soon after your ERF room assignment. This will help you become oriented with the equipment and discuss presentation needs. A site visit can be arranged by appointment through the Multimedia Center by emailing: canthony@northwestern.edu.

- Bring your presentation on a flash drive to use with our resident PC computer with Windows 7 installed.

- If using a laptop, the Multimedia Center provides cabling from our hardwired resident computer and from your laptop for projection and sound. However, please bring any special cabling that your laptop requires. Mac users with current laptops should bring their own adaptor. **Presenters using laptops must know how to connect to an external projector and force the display to the projector with the laptop’s function keys.**

- View the Multimedia Center web site and review the hardware and software available in the room; or, take a virtual tour of the rooms at:

  <http://www.library.northwestern.edu/services/faculty-graduate-students/multimedia-group-viewing>

Other:

- In the Forum Room, you may use the taller podium labeled “Tandberg Educator” for a standing presentation. Please use the lower podium for resident computer projection or for using a laptop.

- The Forum Room seats 68 people; the Video Theater seats 30 people. For fire code, please limit attendance to the room’s capacity.

- It is always advantageous to specify your needs well in advance of presentations for:
  
  computer use (resident PC computer or your own laptop)
  software applications
  how your files are stored
  VHS / DVD
  sound (video and / or computer)
  overhead projector
  slide projector
• Special fonts in your presentation may not display when installed on the resident PC computer. Other fonts will be substituted.

• A lounge is adjacent to the classrooms that can be used for food and drink. Food or drink is not allowed in the rooms.

• Equipment and furniture in the Forum Room is hard-mounted. Please do not move any podium in either the Forum Room or the Video Theater. Moving the podiums can cause damage to the underlying wiring.

• The podiums are equipped with a VGA cable to the projector, in addition to a USB cable.

• In summary, both the Forum Room and the Video Theater have the following:

**Audio Visual Equipment**

The rooms are equipped with 7 – 8 foot, fixed projection screens. Most of the equipment listed below is remotely operated from a presentation desk at the front of the room:

- 1/2” VHS Videotape
- PAL/SECAM multi-format DVD
- DVD
- Laserdisc
- CD Audio
- LCD ceiling-mounted projector
- Slide Projector
- Overhead Projector
- Speakers for audio

**Computer Software on a Dell PC using Windows 7**

- Microsoft Office Suite 2010
- RealPlayer; QuickTime; Windows Media Player
- Voyager
- Adobe Reader
- Browsers: Internet Explorer; Firefox, etc.
- Specialized software may be installed by room administrators for special presentations or events

**Networking**

We provide both static and dynamic IP addresses, all standard networking protocols, Ethernet and wireless.

Revised: 8/1/11
L:\Media\Rooms\ERFpresentingFRVT2011