

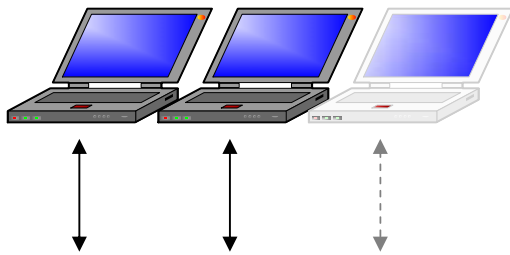
Workshop Presentation Setup

Presentation Information for Chairman

The following hardware is on the Chairman's desk:

The laptops contain the presentations:

Laptop 1 Laptop 2 Laptop 3



switch box

green LED = laptop ready

red LED = laptop / document camera is connected to beamer



Speaker Timer
(isolated from presentation system)

- Do not change any settings on the laptops.
- Laptop 3 is not connected. This port is reserved for a Macintosh or LINUX notebook or if a speaker insists to use his/her own laptop.
- There is no computer running a presentation on stage. The presentations run on the laptops on the Secretary's desk.
- The next presentation can be prepared on the other laptop while the first presentation is running. After the first presentation has finished, the secretary switches to the other laptop by pressing the button on the switch box.
- Attention: Because the secretary has full control over the running presentation too, he should not touch any buttons on that laptop unless the speaker has a problem with the presentation and needs help.
- After switching to another laptop it may take up to 10 seconds until the speaker can go to next slide.
- The laptops are connected with VGA and USB connectors to the switch box.
- International power adapters and extensions are available on the Chairman's desk.
- Switch to a not used input (Laptop 3) if the speaker does not have an electronic presentation.