

Procedure for Planning a Presentation at TAMUQ

If you are making the reservation, please make sure to advise the presenter to contact the **ITS Helpdesk** at 4230009 and meet preferably a day before their event to run tests in order to ensure that we can accommodate their presentation media needs.

For example:

- Connecting laptops to our system
- Running a PowerPoint presentation (with/out audio or video)
- Load any media onto our system
- Need sound, microphones or video played

Please note that if the requestor or presenter will not use any media equipment during their event, they do not need to contact us.

Check the **complete list of media equipment** available in each of our rooms.