



SOCIETY OF AMERICAN LAW TEACHERS

Legal Education in A Time Of Change: Challenges and Opportunities

Friday and Saturday, October 10-11, 2014 at the
University of Nevada Las Vegas, William S. Boyd School of Law, Las Vegas, Nevada

Technology and Printing Guidance

Congratulations on being selected as a presenter at a concurrent session at the 2014 SALT Teaching Conference in Las Vegas, Nevada. This document provides a brief overview of technological and printing resources that may be relevant to your presentation. As the designated contact for your presentation, you are the sole recipient. Please forward this document to any co-presenters or panelists.

TO ACCESS UNLV GUEST INTERNET:

To access internet make sure you are connected to “UNLV-Guest” network on campus. The UNLV-Guest network is available from 7:00am until midnight.

CONFERENCE DOCUMENTS ONLINE:

<https://app.box.com/OCT2014-salt-conference>

TECHNOLOGY TIPS FOR CONCURRENT PRESENTERS

Each presentation room is a “smart” room that will feature a podium, a built-in Windows desktop, with PowerPoint installed, a projector screen, an LCD projector, and internet access. Additional playback equipment is available in each room.

Personal laptops

Presenters may use their PC or Mac laptop through the VGA connection. If you plan to present from your own Mac laptop, you must bring your own A/V adapter with you! These may not be available on site.



The adapter (example at right) is the extended display adapter you received with your original Mac laptop or computer allowing you to send video out to another device.

Powerpoint or Video Presentations

UNLV Boyd School of Law prefers that presenters bring copies of PowerPoint presentations on USB flash drives, CD or DVD. Please check in your technology at registration. Projection from personal laptops is acceptable as well and technology staff will be available via registration to assist with technology issues that may arise.

Even if you choose to present from your own laptop, you should bring your presentation on a USB flash drive to prevent any potential issues.

For presentations with embedded video or audio, we recommend that you follow these steps to copy your presentation to your USB device:

1. Prepare your PowerPoint file and embed your A/V (.avi, .mpg or .mpeg, and .wmv video files work best with PowerPoint).
2. Create a NEW FOLDER on your computer. (Here, the folder name NEW FOLDER is proxy for a name of your choosing.)
3. Copy all audio/video and your PowerPoint file into that NEW FOLDER. Make sure your PowerPoint file points to the audio/visual files in that same NEW FOLDER.
4. Transfer the entire NEW FOLDER onto your portable USB drive.
5. TEST your presentation. Close everything and open your presentation directly from your USB flash drive. All your A/V should play seamlessly.
6. Bring your portable USB drive to your presentation! Your entire NEW FOLDER can be loaded onto the room's computer, and you should be good to go.

HANDOUTS

If you plan to distribute handouts during your presentation, the easiest solution is to bring hard copies with you. If you can't or don't wish to travel with your handouts, you can also FED EX them to yourself at your hotel ahead of time. If you choose that route, be sure to contact the hotel and ask them for instructions and recommendations to ensure the documents arrive as you wish.

Always bring an electronic copy of your handouts with you on a USB or thumb drive, just in case.

On Location Printing Options

The conference hotel, the MGM Signature, has a small business center in Tower 1 with two computers and printer, and single computer service kiosk in Towers 2 and 3, that can handle small standard-size print jobs. It is free to print a boarding pass, and is credit card-only for other print services. However, it is not fully staffed and is likely an expensive option.

The Signature at MGM Grand

Services available: Print, Fax with concierge, Computer Access, Phone

No separate email or phone for contacting the business center: call hotel concierge services
number 702-797-6016.

FedEx Office Print and Ship Center

395 Hughes Center Drive, Las Vegas, NV 89109

Phone: (702) 951-2400

Hours of Operation

Open 24 Hours

*Located just North of Flamingo and Paradise near UNLV campus

We hope this guidance is helpful to you in preparing for your presentation. If you have further AV-related questions after reviewing this document, **please contact Shweta Kadam, Director of IT, Boyd School of Law, for Library & Technology, at 702-895-2676 or Shweta.Kadam@unlv.edu**. The Boyd School of Law IT Help Desk direct number is **(702) 895-5298** for A/V assistance while in session.

We look forward to seeing you at the conference!

2014 SALT Teaching Conference Committee