



NEW MEDIA TRAINING VENUE REQUIREMENTS

- Summary:** This is a PC-based course, designed to provide attendees with first-hand experience using new media and social media applications, tools and services. Numerous participants have successfully completed the workshop on Macintosh computers, but demonstrations are conducted on a laptop running Microsoft Windows XP.
- IT Support:** Technical support personnel to help attendees secure and maintain high-speed access for the duration of the seminar must be provided by the venue. The instructor is not a network administrator and service outages negatively impact the outcome of trainings.

Room Set Up:

- Classroom style seating
- Screen large enough for attendees to be able to read text from a projected web page
- Table and chair for instructor (Situate table and chair at head of room, on but a 45 degree angle so that instructor can see attendees and screen simultaneously. No podium, please.)
- In order to insure brightness of projection, windows should be covered and no direct lighting should spill over onto screen

AV Support Required:

- LCD projector with extra bulb and tools for changing, if necessary
- 18 foot minimum male to male VGA monitor cable
- Audio amplification for PC and microphone
- Laser pointer with extra batteries
- Power strips distributed around the room to accommodate all attendees
- Wireless lavalier microphone with extra batteries
- Hardwired broadband internet access and CAT 5 cable for instructor
- High-speed Wi-Fi broadband Internet capacity to support all attendees to view YouTube clips simultaneously with no buffering latency

Prerequisites:

- Attendees must bring a laptop with a wireless Internet access card, and an AC adapter
- Attendees must be comfortable accessing the provided wireless internet hotspot using the laptops they bring to the training
- Attendees must be comfortable surfing the world wide web in a web browser application
- Attendees should have [Firefox 3](#) or higher, or [Internet Explorer 7](#) or higher and [Flash Player 9](#) or higher, installed on the laptop they use for the seminar in advance
- Attendees must know how to point, click, drag and drop in Windows environment
- Attendees should have administrative privileges to download and install free, non-malware, third-party software apps on the hard drive of their laptops. Specific apps may vary depending on the training, but may be open source, Java or Adobe-based apps. This is necessary to effectively monitor, participate or engage constituents online via popular social media applications that drive digital conversations.
- To allow us to cover more material, you may elect to ask attendees to register for and confirm a [Gmail account](#) prior to the seminar.