

Meeting Room Presentation Guide

The Nauset and Skaket meeting rooms are equipped with projectors to share digital presentations (PowerPoint, Google Slides, Prezi, etc.) during committee meetings. If you plan to make a digital presentation, please notify Mia Baumgarten at mbaumgarten@orleansma.gov and Peggy O'Sullivan at posullivan@orleansma.gov no later than **one hour before your meeting**.

Presentations shared via the projector will be recorded as part of the meeting and viewable to the Zoom and broadcast audience as well as those in the room.

If you have any questions about sharing or transferring your presentation, please contact Mia or Peggy.

Nauset Room:

- The Nauset Room has a laptop on the podium linked to the ceiling projector for use during presentations. You are encouraged to use this laptop.
- If you wish to bring your own, please ensure that it has an available **HDMI port**.
- You may provide your presentation via email no later than **one hour before your meeting** to mbaumgarten@orleansma.gov and posullivan@orleansma.gov to be downloaded to the podium laptop.
- You may also bring your presentation on a thumb drive or your own laptop.

Skaket Room:

- The Skaket Room can be supplied with a tabletop projector and laptop for presentations. Please notify Mia and Peggy no later than **one hour before your meeting** if you need a laptop.
- If you wish to bring your own, please ensure that it has an available **HDMI port**.
- You may provide your presentation via email no later than **one hour before your meeting** to Mia and Peggy to be downloaded to the Skaket laptop.
- You may also bring your presentation on a drive or your own laptop.