



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Guide for Presenting in a Classroom, Event and or Zoom Meeting

Before The Day of Your Event

- Schedule an onsite visit to the venue with a member of OIRT by submitting a SAMI Support ticket. This visit confirms the space has the required technology or allows time to arrange any needed equipment.
- After the onsite visit, submit a formal event request form through the SAMI Support Portal (available to faculty and staff). **Navigate to Forms → Staff & Faculty → Event Computing Services Equipment Request**

Best Practices for a Successful Presentation

- Restart your laptop shortly before the presentation.
- Save local copies of all presentation materials, including images, videos, and documents.
- Keep PowerPoint presentations simple and streamlined.
- Use a single laptop when delivering multiple PowerPoint presentations.
- Bring all required cables and adapters, along with backups when possible.

What Happens After You Submit an Event Request Form



- A support ticket is automatically created and assigned to Computing Services. The ticket details are displayed on the confirmation page after submission, and an email confirmation is sent to the requestor and shared with the presenter. Retain the ticket number for reference.
- If additional information is required, Computing Services will request clarification through the SAMI ticket before finalizing the request.
- Once all event details are confirmed and approved, a technician is assigned to prepare and deliver the required equipment on the day of the event, if applicable.
- The requestor and all listed presenters receive Outlook calendar invitations for the event preparation and the event itself, allowing OIRT to test equipment functionality in advance.
- Any changes needed after the initial submission must be communicated through the existing SAMI ticket to ensure they are tracked and addressed.

Classroom Presentation Recommendations



Before the Semester Starts

- Visit the classroom you will be using to confirm the space has the required technology and that you have all necessary cables and adapters.

Best Practices for Successful Classroom Presentations

- Verify that all required websites and online resources are accessible before the first day of class.
- Restart your laptop at least once a week to maintain optimal performance.
- Save local copies of all teaching and presentation materials, including images, videos, and documents.
- Keep presentations simple and streamlined.
- Use one laptop for all student presentations, ideally the instructor's laptop, to ensure consistency and compatibility.
- Bring all required cables and adapters, along with spares when possible.
- Arrive 10–15 minutes before class to allow time to address any technical issues.
- Have a contingency plan in place in case of equipment failure.

Before Contacting the Service Desk

If possible, complete the following steps before contacting the Service Desk:

- Close all applications on your device, disconnect any cables or adapters, and power off all classroom equipment. Do not alter or adjust existing classroom technology.
- Restart the presentation device (PC, laptop, or tablet).
- Power on the classroom equipment, then reconnect cables and adapters as needed.
- If the issue persists, contact the SAMI Service Desk for classroom support.

When Contacting the Service Desk

- Determine whether the issue is critical to the class session or if the material can be presented another way. If immediate assistance is not required, contact the Service Desk after class to report the issue.
- Whenever possible, the individual experiencing the issue should contact the Service Desk directly to ensure accurate information is provided. Requests submitted by a third party may delay support if technical questions cannot be answered.
- Be as descriptive as possible when reporting the issue. Providing detailed information helps route the problem to the appropriate team more quickly and reduces the need for follow-up questions.

Zoom Meeting Recommendations

Before the Day of Your Presentation

- If you are teaching a Zoom class on campus, visit the classroom in advance to become familiar with the Zoom-enabled equipment and setup.
- Review and configure your Zoom meeting settings ahead of time to minimize disruptions. Refer to the provided link for detailed guidance:

[Zoom Meetings Security Guide](#) 

Best Practices for Successful Zoom Presentations

- Test your camera, microphone, and network connection before the presentation to ensure reliable audio, video, and connectivity. Additional guidance is available at the provided link:

[Testing Your Audio Settings](#) 

- Maintain local copies of all shared materials, including images, videos, and documents, to ensure smooth access during the session.
- Keep PowerPoint presentations simple and clear, and embed media directly into the presentation to maintain a consistent flow.
- Be aware that copyrighted content may not display or stream correctly in Zoom. These issues may not be resolvable, so plan alternative options when necessary.