



Appendix B. Recommended Technology Checklist

Presenter (P) or Organizer (O) Responsibility?	Technology Requirements	Purpose
	Laptop computer	Presentation
	LCD projector	Presentation
	Large tv or projector screen	Presentation
	Presenter microphone	Presentation
	Remote control slide clicker	Presentation
	Timer	Activities
	Participant microphone	Participant questions
	Speakers or sound system	Videos
	High-speed Internet connection	Videos