Handout 6

Dear Career Day Presenters,

Career Day is just around the corner on **Friday, April 27th**. We are looking forward to having you as our guest! Please plan to arrive by 8:30 a.m. I am starting to finalize room assignments. Most of our rooms are equipped with ceiling-mounted projectors hooked up to a classroom computer, but there are a few that do not have this equipment.

If you have not already done so, please let me know this week if you will need a projector for pictures or a power point so I can assign you to a room that has this equipment. It will work best to put your presentation on a USB drive that can be inserted into the classroom computer. If you need to bring your own computer and plan on using a school projector, I need to know the following information:

* The type of computer that you have (Mac, PC) and the year. Connectors may be different depending on the type & age of the computer.
* If you need to play a Mac-made video on a PC, I need the file name (.bup, .ivo)
* Please note that we do not have extra clickers for Power Point Presentations.

If there is anything else you need such as a table, dry erase board, chart paper, etc.; let me know. **If you don’t need a projector or any special equipment or supplies from us, please let me know that as well.**

I’m also attaching a list of questions you may want to consider addressing in your presentation. You can expect about 15-20 students in each of the three sessions.

I will send parking information in a couple of weeks. Please plan to arrive by 8:30 a.m.

We are looking forward to your visit! If you have any questions or need anything, please don’t hesitate to call or email me.