



GOVERNOR'S SUMMIT  
ON CAREER CONNECTED LEARNING

## Technology Coordinator Responsibilities

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This summit is dependent on the successful use of technology. As the Technology Coordinator you will assume the roles and responsibilities below both prior to and on the day of the conference. This checklist will assist with technology preparation and delivery of the event.

### **Prior to the conference:**

- Secure the necessary equipment (computers/laptops, projector, speakers, screen, etc.).
- Ensure you have the log-in requirements, necessary software and passwords.
- Log onto the internet in the room where the summit will be held and with the computer you will use during the webinar to make sure you have sufficient broadband, passwords work correctly and you have compatibility (browser, software, etc.). Wireless access may not be adequate.
- Use speakers that are the correct size for the room and crowd. Computer speakers will most likely not be adequate.
- Check to make sure you are able to project the webinar on a surface that is large enough for the size of the crowd. Ensure that the room can be darkened so screen images are clearly visible.
- Participate in a pre-summit "Tech Check" to test the equipment you will use during the conference. This is important regardless of which software is selected for use. Scheduled: TBD

### **Day of the event:**

- Log in on both computers a ½-hour before the start of the program to ensure the connection.
- Set the projection computer to "never sleep."
- Check your speakers to make sure the sound is adequate for the size of the room and crowd.
- Have a second computer available to type in audience comments and questions for the Governor's office and Washington Career Connected Learning Policy Academy team.
- Take digital photos of the group.