



Who should attend?

Please invite all relevant parties. This should include content creators, content approvers, IT, Corporate Communications, Human Resources, Marketing, Public Relations, department heads, and budget approvers.

What will the presenter need in advance?

Please provide a list of expected attendees and the exact address of the building where the presentation will take place, including the floor and room. If you have a file or a link to directions, please forward as MapQuest can be inaccurate.

Please make advance arrangements with the presenter if there are any parking or security issues. These can include:

- Advising if visitor parking can only be in certain locations
- Notifying if a parking pass is required
- Alerting your organization's security of the visit
- Arranging to meet the presenter to provide an escort while on the premises

What will the presenter need on site?

The Visix Content Manager software will be running on the presenter's laptop. It will communicate with a Channel Player via a closed network - no Internet or network access is necessary. The laptop will display the Visix Web browser interface, demonstrating creation and management of dynamic visual communications. The Channel Player utilizes a VGA output to send signal that represents what can be shown on widescreen displays and other endpoints.

The presenter requires a minimum of one projector or large computer monitor. In this instance, the VGA cable will have to be switched back and forth between laptop and Channel Player.

One projector and one monitor are preferred. This will enable the laptop to output to a projector while the Channel Player feeds a widescreen LCD. This shows the uninterrupted continuity of the output while messages are simultaneously created over a Web browser. Alternately, we can run two projectors.

It takes roughly 15 minutes to set up the presenter's equipment. Please have a representative available to interface the presenter's equipment with display devices provided.

Online Demonstration

Online demonstrations through WebEx™ can be scheduled for any attendees who cannot be present. Simply forward an e-mail address and requested date and time to the presenter.

Please note that an online presentation will provide limited demonstration, as only the creation steps through the Web browser interface can be shown. Live demonstration is required to view potential signal display and configurations.