

## UT OLLI On-Campus Speaker Tips

### Presentation

- There will be a choice of either handheld or lavalier microphones available for your presentation. Please let either the coordinator or contact know your preference prior to your speaking date.
- Due to our Zero Waste Policy we will print materials only on a limited case-by-case basis. Please note that some seminars and lectures will also have a virtual audience. Which lends to digital only materials.
- If you created your presentation on a Mac, it is recommended that you:
  - a. Export as a PC-compatible file (i.e. from Apple KeyNotes to Microsoft PowerPoint) and upload your presentation Box folder to play from the PC computer on site.
  - b. Or bring your own Mac to run your presentation.
- When using PowerPoint slides, use a larger size font and try to not to bog down the presentation by crowding slides with too many speaking points.

### Location and Parking

- In-person UT OLLI programs are held at the Thompson Conference Center on the north side of the University of Texas at Austin campus at 2405 Robert Dedman Drive.
- [Lot 40](#) is located at the corner of Red River and Dean Keeton. (Google Maps linked.)
- While presenting, your pass entitles you to park in “UT OLLI SPEAKER” spaces that are marked with special signage in Lot 40.

### Closure

- In the event of an emergency or inclement weather, UT OLLI follows the operating hours of the University of Texas of Austin.
  - Click on the link below to see if UT is open or closed: <https://emergency.utexas.edu/>