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.
  o Click on the link below to see if UT is open or closed: https://emergency.utexas.edu/