



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

5113 Southwest Parkway, Suite 185 — Austin, Texas 78735
Toll-Free 1-800-288-6850 In Austin 328-2044 Fax (512) 328-1086
e-mail at stateoffice@tccta.org

M E M O R A N D U M

DATE: August 2007
TO: TCCTA Convention Section Chairs
FROM: Carole Hawkins, Assistant to the Executive Director
SUBJECT: Media Equipment and Internet Requests

Due to the number of section meetings to be scheduled during our annual convention and the cost involved in technology rental, it is best for everyone to understand our media limitations, in order to avoid possible disappointment later.

TCCTA is unable to provide computers or computer projection equipment for section presenters. We *can* provide a projection screen and media cart for those who can arrange to “bring their own” equipment. Many times, section chairs borrow laptop computers, LCD projectors and such from their schools. In other situations, if a presenter is sponsored by a publisher or technology firm, the company may provide such equipment or pay the rental fee.

Similarly, also due to prohibitive cost, TCCTA cannot provide Internet connectivity in the meeting room. Many presenters have, in the past, stored presentations on their own laptop computers, which seems to work well for most programs (provided, of course, that they have made their own arrangements for projectors). Once again, you may want to ask company representatives if they are sponsoring one or more of your programs.

Microphones, “overheads”, screens, marker boards, etc. can be provided by TCCTA, as long as we know by Feb. 1. **PLEASE DO NOT REQUEST ANY EQUIPMENT, UNLESS YOU ARE CERTAIN IT WILL BE USED.**

If you have questions about this or any other matter relating your section meeting, please contact me at chawkins@tccta.org, or 1-800-288-6850, extension 12. (In Austin, call 328-2044.)

**MEDIA EQUIPMENT REQUEST DEADLINE:
FEBRUARY 1, 2008**