



IMPORTANT INFO

FOR A GREAT DAY AT TECH 2012

1. **Security:** Capitol security is very tight. There are metal detectors at the North, East and West entrances of the Capitol. **Every adult will need to provide a photo ID upon entering the building, and students should bring an ID if they have one.** Everything and everyone will be subject to searches. Please limit the amount of equipment you bring with you. Small, easily portable equipment is necessary!
2. **Set-Up:** TECH 2012 is set-up similarly to a science fair. You will be provided a 4' space on an 8' table. **You will be sharing one 8' table with another school.** Please plan accordingly. Many schools bring a laptop and a display board as their main demonstration items. If bringing a laptop computer for your display, please work with your technology coordinator/director to ensure: 1) proxy settings are disabled, 2) TCP/IP is configured for DHCP, 3) the desktop management software is disabled and, 4) you bring adequate power supply cords. Demonstrating teams wishing to use the wireless internet connection must bring laptop(s) running either XP or Mac OS X.
3. **Electronic Devices:** Laptops and a cardboard table-top display board are the recommended items to bring with you. Please do not bring monitors any larger than 21", whiteboards or projection devices; security will not allow them in the building.
4. **Décor:** Nothing may be attached to the Capitol building walls. Please plan accordingly.
5. **No Video-conferencing:** We don't have the bandwidth for it.
6. **Handouts:** Please bring 50 copies of your handouts to distribute to legislators and others visiting your demonstration.
7. **Participants:** You are limited to 4 people manning your demonstration table at any given time, one or two of whom must be a staff member. TECH 2012 is open to the public and it is a busy place. There will be more than 300 TECH 2012 participants alone, hundreds of employees, legislators and lots of visitors. Please only bring a total of 4 people to TECH 2012. Your team will be provided a maximum of four TECH 2012 t-shirts upon your arrival at the event.
8. **Noise:** Please keep the noise down. This is a workplace, so please limit speaker levels.
9. **Bring several power strips** for your laptop computer!
10. **Onsite Help?** Look for the TECH 2012 volunteers in TECH 2012 t-shirts for assistance.

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