

From: [Arroyo, Juliet](#)
To: ["Michael Jacinto"](#); [Hill, Shannon](#)
Cc: [Andy Wang](#); [Han, James](#); [Shah, Rina](#); [Provedor, Jennifer](#)
Subject: RE: Logistics questions for upcoming HLC hearing
Date: Friday, January 3, 2020 12:53:37 PM

Hello

Yes, the Jan 15 2020 HLC meeting is in the Wing Room and we have been discussing the set up for this meeting.

We have the projector and laptop for all applicant presentations. Rina and I operate the laptop.

We asked for a certain room set up already.

You can email your presentation to us the morning of the meeting or earlier. If you have last minutes changes, you will need to bring it on a flash drive to load before the meeting starts. We will test it beforehand. At a previous meeting in the Wing Room, one applicant brought a remote that seemed to work on our system, so we did not have to advance the presentation ourselves. I'm not sure how he did that.

Let me know if you have any other logistical questions.

Thanks Juliet

Juliet M. Arroyo
Historic Preservation Officer
City of San Jose
408-535-7847

From: Michael Jacinto <michaeljacinto@google.com>
Sent: Friday, January 3, 2020 11:19 AM
To: Hill, Shannon <Shannon.Hill@sanjoseca.gov>
Cc: Andy Wang <wangan@google.com>; Arroyo, Juliet <Juliet.Arroyo@sanjoseca.gov>; Han, James <James.Han@sanjoseca.gov>
Subject: Re: Logistics questions for upcoming HLC hearing

[External Email]

Thank you for getting back to me with this information, Shannon. One slight correction to my initial inquiry -- I believe I mis-stated the location of the HLC hearing -- I asked about the A/V

hookups in the council chambers when in fact according to a review of past agendas it appears that the HLC meets in Wing Room 120. May I ask then whether your response pertaining to the A/V hookups still applies?
Thank you in advance,

On Fri, Jan 3, 2020 at 10:55 AM Hill, Shannon <Shannon.Hill@sanjoseca.gov> wrote:

Hi Michael,

I checked with support staff, and they indicated the most common method for presenting in City Council chambers is to save your presentation onto a flash drive. You will not be able to hook up your own laptop with a cable. Another option is to email Juliet Arroyo, the City's HPO whom is cc'd on this email, your presentation before the hearing, so she can set it up before the meeting. However, I suggest saving on a flash drive and bringing it to the meeting as well.

Thanks!

Shannon Hill, Planner
Planning, Building & Code Enforcement | Environmental Review Section
City of San José | 200 East Santa Clara Street
Shannon.Hill@sanjoseca.gov | (408) 535 - 7872

From: Michael Jacinto <michaeljacinto@google.com>
Sent: Thursday, January 2, 2020 4:00 PM
To: Hill, Shannon <Shannon.Hill@sanjoseca.gov>
Cc: Andy Wang <wangan@google.com>
Subject: Logistics questions for upcoming HLC hearing

[External Email]

Happy New Year, Shannon:

I am preparing for the upcoming HLC hearing on January 15 and was hoping to confirm with you what type of A/V hook-ups are available at the speaker dias for the purpose of making a slideshow presentation? Does a presenter have an opportunity to hook up a laptop via USB (or other cable type) in order to broadcast a slideshow? If so, does a cable already exist at the ready for this purpose? If not, could you confirm what the most common method is for presenting slide shows in the council chambers?

Thank you!

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