

Notes and Instructions on Presentations

Please read this carefully and follow the notes and instructions below.

You can only use Microsoft PowerPoint for your presentations.

Please bring your presentation data in a USB memory stick.

A PowerPoint-installed PC will be provided at each conference room.



PC Systems provided at the Conference Rooms are:

- Operating system: Windows XP SP2
- Microsoft PowerPoint: 2003 and 2007



We do not provide PCs with Windows Vista/7 nor Macintosh computers. You have to bring in your own computer if you want to use one of these systems. Bring in a VGA compatible, 15-pin D-sub interface as well, if you are to use a Mac. Do not forget to save your presentation data as PowerPoint 2007 (if you are using PowerPoint 2010).

If you will present videos, place your video and PowerPoint files all in the same folder to ensure proper links between them. You have to employ a file format playable on Windows Media Player. We strongly recommend using the Windows Media Video (WMV) format. Audio Video Interleaving (AVI) format may not be playable on our system depending on specific AVI CODEC you use. We recommend you to bring in your own PC to play it safe if you are going to present videos.

Rename your PowerPoint file as "Session's Title_Presenter's Name" and submit it along with other necessary files to "Reception Desk for Presentation Data" at least one hour prior to your presentation. All data copied onto our PCs will be properly discarded after the congress.