To Speakers

- All oral sessions will be equipped with computer projection (Power Point), one screen, a laser pointer and a microphone.
- 35mm slides or OHP presentations are not available.
- Speakers are requested to operate the slideshow presentation by themselves using mouse and keyboard on the podium.
- Please complete your registration at the PC Preview Center by one hour prior to your session and then come to the PC Desk in each room by 30 minutes prior to your session.
- Speakers in the morning sessions are recommended to complete their registration on the day before their presentation.

Presentation Guidelines

- PC, CD-R and USB flash Memory will be accepted.
- Presentation including movies should be done with speaker’s own PC.
- For PC presentation:
  1. D-sub 15 pins (mini) cable is available. If your PC is not equipped with D-sub 15 pins connector, please provide an appropriate adapter.
  2. The screen size is XGA (1024 x 768)
  3. If your presentation contains movies, please let the staff know at the PC Preview Center. You cannot play sounds for presentations.
  4. Please turn off screen saver and energy saving features of your PC monitor beforehand.
  5. Please bring your own AC adapter.
  6. Please be sure to hand in your PC to the operator at the PC Desk, which locates in the front of each room, by 30 minutes prior to your presentation.
  7. Speakers can pick up their PC at the PC Desk after the session.

- For CD-R or USB flash memory
  1. OS : Windows 2000 XP
     Presentation software : PowerPoint (Windows PowerPoint 2003)
     If you would like to use Macintosh or Windows Vista, please bring your own PC.
  2. Only CD-R or USB flash memory are accepted.
  3. We recommend you that you will bring a PC which your presentation data was prepared.
  4. Please make sure you completed finalization when you copy the data to CD-R. Please also reconfirm that you can load presentation data correctly.
  5. CD-R format should be ISO 9660.
  6. Please write your name, organization session title and presentation number on your CD-R.
7. The media should contain the data for the presentation only. Please do not include any other files.
8. The screen size is XGA (1024 x 768). Please leave enough margin on the fringe.
9. It is recommended that the total size of your presentation data will be within 300MB.
10. Please be sure to check-in at the PC Desk, which locates in front of each room, by 30 minutes prior to your presentation and confirm your data is loaded correctly. Please bring the media contains your presentation data for backup.
11. The data copied to our computer system will be deleted after the session.