

**WORKSHOP ON OXYGEN IN
ASTEROIDS AND METEORITES**
June 2–3, 2005
Flagstaff, Arizona

Instructions for Electronic Presentations

*All speakers with electronic presentations must upload their presentations (CD-ROM or USB memory drive/flash drive) onto the conference laptop before their session starts -- **USE OF PERSONAL LAPTOPS FOR PRESENTATIONS WILL NOT BE PERMITTED.** To ensure sufficient time for uploading your presentation, morning presenters are urged to contact the projectionist and upload their files the day before. To assist those who have presentations scheduled for Thursday morning, the conference laptop will be available for uploads Wednesday evening at the registration desk.*

NOTE: LCD projector usage entails the risk of unforeseen hardware/software issues, so any speaker planning to use LCD projection is strongly advised to bring overhead transparencies as backup.

Hardware and Software Specifications —

The meeting room will be equipped with the following hardware and software:

Hardware:

One PC laptop with Intel Pentium IV 1.6 GHz CPU

Memory: 256 MB

Video: 1024 × 768 at 24-bit color depth

Software:

Operating System: Windows XP Professional

Microsoft Office XP (including PowerPoint XP)

Internet Explorer 6.0

Windows Media Player 9.0

QuickTime 6.5 Pro

Adobe Acrobat Reader 6.0