Instructions for Electronic Presentations

OPTION 1 —

Participant brings own laptop to connect to the LCD projector provided in the room.

Participant laptops must be tested with the LCD projector at the registration desk according to the following schedule:

- 7:45 a.m. (45 minutes before the morning session)
- 5:30 to 6:00 p.m. (immediately following the close of the afternoon session)

** NOTE: PRESENTERS FOR MONDAY'S SESSIONS MUST HAVE THEIR LAPTOPS TESTED ON SUNDAY NIGHT, AT THE REGISTRATION DESK.

Participants will be required to verify the following requirements:

- that they can produce a VGA signal at 1024×768 resolution from their laptop,
- that they know the commands necessary to produce a VGA signal from their laptop,
- that they have the adapters necessary to connect their laptop to a standard VGA cable, and
- that their laptop has a functioning battery.

Upon verification of these requirements, the participant will be given a signed form to be presented to the audio-visual technician prior to the start of the session.

OPTION 2—

Participant brings CD-ROM or USB memory drive/flash drive of electronic presentation to display on PC laptop provided in the room.

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. 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 Monday morning, the conference laptop will be available for uploads Sunday 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 2.4 GHz CPU
>Memory: 512 MB or better
>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 10.0
>QuickTime 6.5 Pro
>Adobe Acrobat Reader 7.0