

# **35th LPSC**

## **INSTRUCTIONS FOR ELECTRONIC PRESENTATIONS**

Two options for electronic presentations are being offered at the 35th LPSC, March 15–19, 2004. **Please read the following detailed instructions for each option.**

### **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 LPI computer desk in the Amphitheater at South Shore Harbour 24 hours prior to the start of the session in which the presentation will be made.

*\*\* NOTE: PRESENTERS FOR MONDAY'S SESSIONS MUST HAVE THEIR LAPTOPS TESTED ON SUNDAY NIGHT, MARCH 14, IN THE LPI LECTURE HALL DURING REGISTRATION AND OPEN HOUSE. \*\**

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 of electronic presentation to display on PC laptop provided in the room.**

Electronic presentations must be turned in on CD-ROM (CD-R) to the LPI computer desk in the Amphitheater at South Shore Harbour 24 hours\* prior to the start of the session in which it will be presented. (*\*Presentations for Monday's sessions must be turned in Sunday night in the LPI Lecture Hall during registration and open house.*) The CD-ROM should be labeled with the speaker's name, abstract number, presentation date, and session name.

\* Participants unable to meet the 24-hour requirement must FedEx or mail their CD-ROM to the LPI in advance to Computer Center, 3600 Bay Area Blvd., Houston TX 77058.

Presenters will be required to verify their presentations on LPI-provided equipment at the time it is turned in. After readability is confirmed, presentations will be loaded in speaker order on session laptops.

Revisions to presentations will not be accepted after the presentations have been loaded. If revisions to presentation content are necessary, presenters must bring the revisions on overhead transparencies.

## **HARDWARE AND SOFTWARE SPECIFICATIONS —**

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

### *Hardware:*

One PC laptop with Intel Pentium IV 1.5-GHz CPU

Memory: 512 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

\*Note: If the hardware and software listed above do not meet your needs, please use OPTION 1 and bring your own laptop.

## **TECHNICAL SUGGESTIONS FOR ELECTRONIC PRESENTATIONS —**

These suggestions are not meant to deter creativity or use of the best data available, but provide suggestions for optimum results.

**PowerPoint** — can display pictures and text generated with the program or inserted from other sources. If the outside source is a sound file over 5 KB or any video file, the original file is not saved within the presentation. Source files meeting these criteria must be available on the computer on which the presentation is going to run. Presenters should copy any source video and sound files to the CD-ROM containing their presentation; when in doubt, include the file.

**Fonts** — should be standard fonts such as Times New Roman, Arial, or Courier. If nonstandard fonts must be used, they should be embedded in the PowerPoint file. We recommend a minimum font size of 24 points.

**Embedded charts, graphs, and object-oriented graphic files** — can be difficult to work with. These file types usually are influenced by the version of the program used to create them, often making them translate strangely on a different system. We recommend that charts or graphics be inserted into presentations in a standard graphics format such as .gif, .jpg, or .bmp.

**Movies** — saved as AVIs have the best chance of success on a Windows machine. QuickTime's best compression algorithm, the Sorenson CODEC, does not play within PowerPoint. To avoid problems, convert QuickTime files to the Cinepak CODEC, or to AVI or MPEG formats.

**HTML presentations** — must consist entirely of portable files (relative links must be used). All data will be copied from the speaker's CD-ROM to the hard drive of the laptop. If files are not portable, links between pages could be lost.

**\*\* A Web server or Internet connection will NOT be available, so plan accordingly. \*\***

**Plug-ins or ActiveX controls** — cannot be installed at the meeting. If the presentation takes advantage of a function not built into IE 6 or the plug-ins mentioned above, technical difficulties will arise.