N O T E TO P R E S E N T E R S

All oral presenters are requested to bring their presentation data in a CD-R or USB-memory stick, or their own laptop computer to <u>PC Operator Desk</u> located in the left corner of the session room at least 15 minutes before their presentation session.

    CD-R or USB-memory stick:
The computers provided in the meeting rooms will be equipped with Windows XP and Microsoft PowerPoint 2003 / 2007.
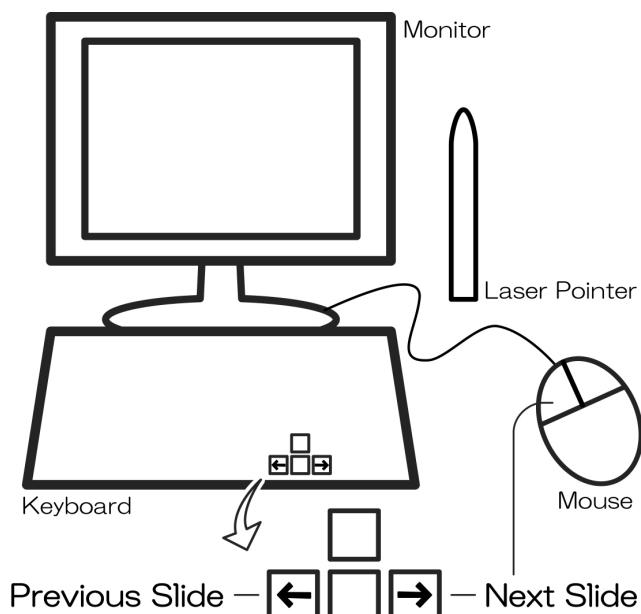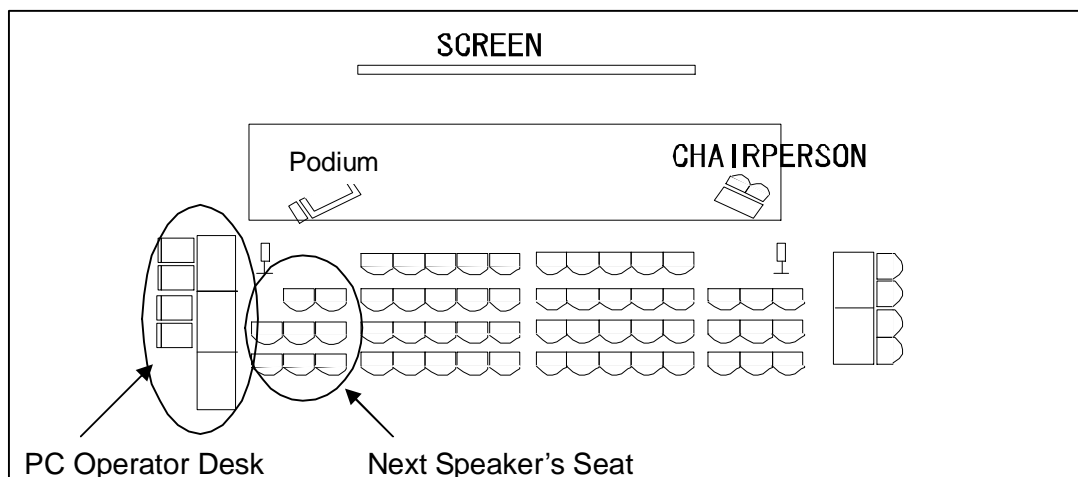
    Laptop Computer:
Your computer will be connected and pre-confirmed when you bring. There will be an electricity socket. Please do not forget to bring your AC adaptor. Make sure your screensaver and standby functions are turned off.

Your Laptop Computer will be retained at the <u>PC Operator Desk</u>, while data is projected onto the monitor/screen behind the lectern.   Personal laptops will NOT be used at the lectern.
After the completion of your presentation, show your confirmation slip (name tag / verification form) and receive your computer.

SPEAKERS' PREVIEW ROOM
Room101 will be available to all conference participants as a speakers' preview room for your presentation. The room will be equipped with laptop computers. Authors may test-run their presentation before submission of the file to PC operator desk. Speakers' preview room will be open Monday-Thursday 8:00-18:00, and Friday 8:00-15:00.

Upon reaching the podium, the lights will be dimmed, and the first slide will be projected onto the screen.

<u>Operate the computer to show next slide when you require it.</u>

On the lectern:
    Mouse
    Keyboard
    Monitor
    Laser Pointer