



PRESENTATION GUIDELINES

Facilities for computer presentations using Microsoft PowerPoint are available for all oral presentations. This is the only mode of projection that is available. No slides or overhead projection is possible.

All the hardware will be provided by the meeting to ensure consistency in technical quality and allowing for quick and smooth transitions between the speakers. Speakers will be operating the computer on the lectern to control the slides advance. Speakers are requested to bring their presentations on CD-ROM or Thumb Drive/USB. **Please load the presentation in and check them in the Speakers' Preview Room at least 2 hours before the session begin.** Please observe only one presentation on each disc and we strongly recommend you to bring a spare back-up copy.

Technical specifications:

- Only Microsoft PowerPoint running on PC's is available.
 - No private computers can be used for presentation.
 - All presentations must be handed in to the Speakers' Preview Room and uploaded onto the computer network with the assistance of technicians. Speakers are able to check their presentations on the computers provided in the Preview Room before checking it in to the technician. The presentation will then be retrieved from the computer in the session room.
 - Microsoft PowerPoint XP or earlier versions will be available.
 - Resolution is 1024 x 768.
 - Please use Office XP type fonts.
 - Computer sound is available.
- Please be reminded to use large fonts and not to include too much information in each slide.

The Speakers' Preview Room will be open at the following hours:

Tuesday, 20 September	15:00 – 20:00
Wednesday 21 September	07:30 - 17:00
Thursday, 22 September	07:00 - 17:00
Friday, 23 September	08:00 - 17:00
Saturday, 24 September	08:00 - 15:00