

## IPS 2008 Speaker Presentation Guidelines

Please note that session rooms will have a data projector and we will only accept computer-based PowerPoint presentations. Slide/Overhead/VCR projectors will NOT be available. To ensure your presentation runs smoothly, please bring your presentation data to PC Preview Desk located in the Conference Room 1-2 at least 120 minutes prior to your presentation. Speakers must use their own laptop computer, if they would like to use some special functions such as heavy animations like a moving picture.

1. If you bring your presentation data in a CD-R or USB flash memory stick, please follow the instructions below:

- a) Presentation must be made in PowerPoint readable in Windows or Macintosh.
- b) The computers provided for the sessions will be running the following operating systems with the following application software installed.

**Windows: Windows XP, Vista / PowerPoint 2003, 2007**

**Macintosh: Mac OS X / PowerPoint 2004**

c) Use the above operating system's standard fonts

**(e.g.) Windows: Century, Century Gothic, Times New Roman, etc**

**Macintosh: Arial, Helvetica, Times New Roman, Osaka, etc**

2. If you bring your own laptop computer, please follow the instructions below:

- a) Ensure that your computer is equipped with the monitor connector of mini D-sub 15 pins. If your computer does not have this connection, please bring an appropriate converter with you.



mini D-sub 15 pins

- b) Be sure to bring an AC adaptor with you. The Japanese standard AC voltage is 100V.
3. A display monitor, keyboard, and remote mouse will be provided on a podium for presenters to operate. Sound speakers are not available.
4. Presentation data loaded on the computers provided will be completely deleted by the secretariat after your presentation.
5. The secretariat is not responsible for any projection troubles caused by computer technical difficulties. We recommend that all presenters bring back-up data.

**PC Preview Desk open hours:**

Wednesday, May 21	12:00-18:00
Thursday, May 22	8:00-17:30
Friday, May 23	8:00-13:30
Saturday, May 24	8:00-17:00