

## Equipment/Preparations for Presentations

- **Instruction For Oral Presentation:**
  1. Each meeting room will have one screen, one data projector, and one laptop computer with Microsoft PowerPoint and Acrobat Adobe Reader. **No overhead projector and no personal laptop allowed.**
  2. All presenters should prepare your presentation in PowerPoint or PDF and carry your file with a flash drive.
  3. All presenting speakers are welcome to download their presentation to the laptop in the assigned room **between 7:00-7:45 am and during the coffee/lunch break.** All presentations have to be on the laptop in the assigned room before the session starts. Find the hotel AV assistants near the break out room for assistant.
  4. Please use your last name as your file name. (i.e. "lastname.pdf" or "lastname.ppt")
  5. All presenting speakers required to report to your session chair **no later than** 10 minutes before your session starts.
  6. Session Chairs: Please make sure all the presentations in your session are ready before session starts.
  7. If you need an overhead projector, please contact registration/help desk ASAP. Very limited overhead projectors are available. **First come, first serve.**
- **Instruction For Poster Presentation:**
  1. The size of the poster should not exceed 3' by 4'.
  2. The poster session is scheduled for Monday, July 2 and Wednesday, July 4, from 15:30-16:00.
  3. Presenters are requested to submit their posters to the registration desk no later than 8:00 AM on Monday.
  4. The presenters should stay with their posters during entire sessions.