

## Guidelines for Oral Presentation Using LCD Projector (MS Power Point)

In the 47<sup>th</sup> annual conference, all oral presentations will be performed using the **LCD projector (MS PowerPoint)**. Overhead projector is not available. Speakers should read the following guidelines carefully.

### 1. What should you bring?

Please bring the media (**USB flash memory**) on which your presentation file (prepared by MS power point) is saved. To avoid the infection by computer viruses from data storage media to the meeting-room PC or from the meeting-room PC to the data storage media, **please use the WRITE-PROTECT USB flash memory** when you copy the file to the meeting-room PC.

You can also bring and use your own notebook PC; however in that case, please bring the USB flash memory with your presentation file just in case.

### 2. What are prepared in the meeting room?

- a) In the meeting room, an LCD projector, a 4-way monitor switch, a notebook PC (**Windows PowerPoint 2010** has been installed) and a laser pointer are provided.
- b) The operating system (OS) of the provided notebook PC is **Windows 7** (Other OSs such as Windows Vista, Windows XP and Macintosh etc. are not available).
- c) The cable terminal No. 4 of 4-way monitor switch is connected to the provided notebook PC, and the remaining cable terminals (No.1 to No.3) are available for the speaker's PC.
- d) For the connection between the 4-way monitor switch and the speaker's PC, the mini D-sub 15 pin cable is used. If you use your own notebook PC with other types of monitor terminals such as D-sub, you should bring an adapter for connecting to the mini D-sub 15 pin cable.
- e) Please visit the PC preview room in the conference venue to preview and confirm your presentation file.

### 3. Preparation for presentation

- a) **Presentation file prepared by Windows PowerPoint 2010 or older versions on USB flash memory**  
Please copy the presentation file from the medium onto the provided notebook PC in the meeting room **by 8:45 am** for the morning session speakers and **by at least 15 minutes before the session** for the afternoon session speakers.
- b) **Presentation file prepared by Macintosh PowerPoint**  
Please bring your own notebook PC. In order to keep the schedule, please connect your notebook PC to the 4-way monitor switch before the previous speaker starts the presentation.
- c) Please follow the instructions of conference staffs concerning the file copy.
- d) The size of presentation file copied onto the provided notebook PC should be **less than 100 MB**. Animated pictures prepared by MPEG are available. If you want to use the presentation file with the size of more than 100 MB or the animated pictures prepared with other formats, please bring your own notebook PC.
- e) The name of the copied file on the provided notebook PC should consist of the presentation number without hyphens and speaker's name as follows;  
[Example] (2-A-13-3) The azo dye degradation using the white rot fungi, OHanako NENKAI and Taro GAKKAI (Nihonmizukan Univ. Eng.)  
In this case, the file name is "2A133HanakoNENKAI".

### 4. Deletion of presentation file

The presentation files on the provided notebook PC will be deleted after your presentation by the annual conference organizing committee.