

## **Instructions for Preparing Presentation Data**

- 1) Monitor screen size: Wide XGA (16:9)
- 2) Please make your presentation data in English.

[If you bring your data on a USB flash drive]

- 1) Please ensure that your presentation will display correctly on the systems with the following specifications:
  - OS: Windows 10
  - Software: PowerPoint 2019/2021
  - Monitor screen size: Wide XGA (16:9)
- 2) Fonts: Please use standard fonts of Windows 10 (OS) (e.g., Helvetica, Arial, Times New Roman) on your presentation slides, as unusual fonts may not be correctly displayed on the computers in the session rooms.
- 3) Movies: If you embed videos in your PowerPoint presentation data, please also bring the video files that can be played using the codecs in Windows Media Player's default settings. MP4 format is recommended. Please save the video data in the same folder to maintain the links with your PowerPoint data.
- 4) Images: Please ensure images in your presentation data are in JPEG/TIFF/BMP format. Do not include images in the standard Macintosh PICT format.
- 5) Graphs: To create graphs, please use standard PowerPoint functions or Excel graphs. If you use other software, please paste the exported graph data into an image format described in the "Images" paragraphs above.
- 6) Anti-Virus Check: Please check the files using the latest anti-virus software before submitting them to the PC Reception Desk.
- 7) Data Submission: All speakers are requested to submit their presentation data to the PC Reception Desk. The data will be temporarily stored on the server at the PC Reception Desk and on the computers in the respective session room and deleted after the conference.

[If you bring your laptop]

- 1) Speakers using their laptops **MUST HAVE** an AC adapter.
- 2) Speakers using their laptops **MUST HAVE** a VGA D-sub 15pin female output or HDMI cable. Some laptops require a particular video output cable for the D-sub 15pin to connect to external monitors and data projectors. Please note that we are not equipped with that specific cable; you **MUST** bring one if needed.
- 3) Please turn off the modes that will hinder presentation beforehand, such as the

screen-saver and energy-saving modes.

- 4) You should have your data backed up in case of computer trouble.
- 5) After having your computer/presentation data checked at the PC Reception Desk, please bring your computer to the operation desk near the “Next Chair” seat in your session room no later than **15 minutes before** your presentation. Mirroring will be conducted at the operation desk, so please use the monitor, the mouse, and the clicker on the podium that the Secretariat provides to operate your slides. Please remember to get your laptop back from the operation desk after your presentation.
- 6) Please check your laptop using the latest anti-virus software before bringing it to the PC Reception Desk.