

# Guidelines for Computer Presentations

All the oral presentations are to be made on PC, and all the speakers are requested to make their presentation data in English. Please adjust your presentation data following the guidelines below, and save it on a USB flash drive. If you have prepared your data with a Windows PC, you can submit your data at the PC Center. If you have prepared your presentation data on a Macintosh, or any other OS, you are advised to bring your own PC to the PC Center. For smooth progression of the sessions, speakers are requested to follow the below guidelines.

## **For Speakers bring their own presentation data**

### **OS and Applications**

**OS:** Windows

**Applications:** PowerPoint

### **Monitor Size (Resolution)**

Full HD (1920 x 1080)

\* Please check in advance that all the data appear properly under the specified conditions.

### **Backup Data**

Please bring backup data to the meeting site if at all possible.

### **Font**

Please use default-setting fonts of Microsoft PowerPoint for Windows.

### **Data Volume**

**Invited Sessions:** maximum 5GB

**Oral Sessions:** maximum 1GB

Please write file names in the following manner:

"Abstract number\_ Speaker's name"

### **Videos**

For those who wish to show a video, it is recommended that they bring their own PC to run the presentation slide. Videos should be prepared in Windows Media Player for Windows users. Video data should be saved in the same folder as your presentation data.

- Note for video files for Windows users, please bring a video file that can be played using a codec that can operate on Windows Media Player in their default settings (video files are recommended to be mp4 or WMV formatted).

### **Screen ratio**

16:9

### **Audio**

Sound function will be available. Please notify the PC Center staff that your presentation data contains audio files.

## **Presentation in the session rooms**

An LCD monitor, a keyboard and a mouse are available on the podium. When you come up to the stage, your first slide will be projected on the screen automatically. Any following operations must be self-operated by the speaker. Presenter view is not available. If you need a manuscript, please prepare it by printing it in advance.

## **Data Deletion**

All data saved into the server at the PC Center will be completely deleted upon the completion of the Annual Meeting.

## **For Speakers bringing their own PC**

Even if you use your own PC, you are required to check your presentation data at the PC Center no later than 45 min. before the session starts.

\*\* Please bring an AC adapter for your PC.

\*\* Only HDMI is available for cable connection on site. Make sure your own machine supports this type of connection, or prepare a right connector to hook up your laptop. Please cancel your screen saver, power saving, and password setting in advance.

\*\* Please prepare backup data with USB flash drive.

\*\* Your laptop computer should be a newer version than Windows 7 and Macintosh OSX 10.5.



HDMI



Examples of external connector attachments

## **Inquiries**

For any inquiries, please contact the secretariat:  
jca2025@c-linkage.co.jp