

## **IPCC 2007 Audiovisual Equipment and Procedures**

Presuming you provided the Publications Chair with your audio/visual requirements when submitting your draft and final papers, you should expect to have a successful presentation at the conference. In general, a laptop and LCD projector will be provided, along with a microphone. Any additional requirements will be negotiated.

1. It is suggested that you save your presentation into Powerpoint 2003 format. If you use a later version (such as Powerpoint 2007), save your presentation in Powerpoint 2003 format to ensure proper operation with the provided laptops.
2. If you are not bringing your own laptop, and even if you are, bring your presentation on a CD-ROM, and/or USB minidisk, that has been formatted in Windows. (USB is the preferred option.) Mac-OS-formatted media will not be guaranteed to work.
3. On the day of your presentation, arrive in good time to allow for set up. Ask at conference registration for the Speakers Room, where your presentation can be tested.
4. Overhead projectors can be made available in your presentation room, if requested in advance.
5. Bring copies of handouts. Presentation rooms seat about 40 people.

You are welcome to bring your own laptop if you like, but please do the following.

1. Ensure your laptop can display to a resolution of 1280 x 1024, or minimally step down to 1024 x 768, which are optimal for the monitor/projector and for the audience to view.
2. Know how to switch your laptop output display to the monitor/projector.
3. On the day of your presentation, arrive in good time to test your laptop either in the speaker preparation room, or in your presentation room (during a break, for instance).
4. Please note: If you are using your laptop, do not leave it unattended at any time. Security of your own equipment is your personal responsibility.