

General Information for Oral Presentations

Please bring your PowerPoint file on a USB memory stick or CD-ROM to the conference Speaker Ready Room at least one day prior to your scheduled presentation -- preferably on Sunday afternoon (June 25) -- so that we can transfer your presentation to the conference computer. The Speaker Ready Room will be open from 1:00 PM to 6:30 PM Sunday and from 7:00 AM to 9:00 AM Monday and Tuesday. There you can also review your presentation on a conference computer prior to your session. Your PowerPoint file will be deleted at the conclusion of the session.

We request that you report to your session at least 15-minutes prior to its start time. Each presentation room at the conference will be set up with a personal computer, LCD projector, overhead projector, and laser pointer (note that slide projectors will not be available in presentation rooms). To ensure the smooth running of each session, presenters will not be able to use their own PCs. For those presenting in a "contributed papers" session, please note that you have been allocated a 20-minute time slot that will include both your presentation and follow-up questions.

Conference PCs will be set up with Microsoft Windows XP Professional; Microsoft PowerPoint XP (2003) will be the software used for presentations. Presenters (especially Macintosh users) should ensure that their presentations are compatible with this operating system and PowerPoint version.

Fonts should be standard True Type fonts such as Times New Roman, Arial, or Courier. If nonstandard fonts must be used, they should be embedded in the presentation files. To ensure that your file will be compatible with the conference computers, please embed your fonts in the presentation file by the following procedure: under the File, select the Save As tab, select the Tools tab at the top of the dialog box. Next, click on Save Options, select the Embed TrueType fonts checkbox, and then select Embed characters in use only.

Suggestions for using graphics: Insert graphics into your PowerPoint presentation file using the File, Paste Special feature and then select either of the Picture types.