

Information for Presenters

The operating system of the computer at the meeting venue is Window 7 / Mac OS X 10.6.

For those bringing presentation file data in Windows format:

- Please copy your data onto a USB flash drive or CD-ROM (Windows format).
- The system can support Windows PowerPoint 2003, 2007, and 2010.
- If your presentation includes movies, please confirm beforehand that they can run properly on another computer. We recommend that you bring your own computer to the venue as a backup.
- Please use standard Windows fonts installed in the program. To avoid slide layout changes from occurring, we recommend using the following fonts: MS Gothic, MS Mincho, Times New Roman, or Century.

For those bringing their presentation file data in Macintosh format:

- Please copy your data onto a USB flash drive or CD-ROM (Macintosh format).
- The system can support Macintosh PowerPoint 2004, 2008, and 2011; and Keynote 3, 4, and 5.
- Please use standard fonts installed in the program.
- If your presentation includes movies, please confirm beforehand that they can run properly on another computer. We recommend that you bring your own computer to the venue as a backup.

For those bringing their own computers (either Windows or Macintosh),

- You can use Windows (Windows XP or later) or Macintosh (MacOSX or later) OS systems.
- You can use PowerPoint (Windows, Mac) or Keynote (Mac).
- Please make sure to bring any necessary electrical adaptors and connectors for your computer.
- The meeting venue will provide a MiniD-sub15 pin connecting cable. If you require an adapter for this cable, please bring your own.
- Please also bring a backup of your data on a USB flash drive or CD-ROM in case your computer is incompatible with the projector or there are technical difficulties.