3rd MP³ Instructions for preparing ORAL PRESENTATIONS

Presentation devices

An overhead transparency projector and a **PC computer** (running on Windows XP) connected to a LCD projector will be available for all ORAL technical sessions.

Be careful with APPLE / MAC version : the files need to be transferred to a PC.

Presentation format :

Please be sure to use legible fonts that are of a sufficient size for viewing in a large conference hall.

The preferred format is MS PowerPoint 98 and above.

The conference computer has a CD-ROM drive and USB Port (please bring appropriate drivers for Windows XP if necessary).

If you have video-clips in your presentation, please bring copies of the corresponding software and inform us so that we can play it beforehand to ensure software compatability.

If you are bringing your own Notebook/Laptop PC or other portable computer system, you need to transfer the presentation file from your computer to the conference computer and this should be made in advance before the session. Preferably, presenters (except Keynote speakers) on Nov 24 (Day 1) should send their presentation files in advance, through email to the respective Symposium Chairpersons. Keynote speakers and presenters in the 3rd MP3 General Sessions can send your file to mlgyu@ntu.edu.sg before the meeting if it is less than 5 megabytes. A confirmation mail will be returned.

Note that even if you bring your own laptop, you will not be able to connect it to the LCD project.

Be sure that your electronic files are effectively on the support media that you bring with you to 3rd MP³ (transfer possible from Cdrom and USB flash drive).

If you are unable to send your file electronically, you will be asked at registration desk to copy it on a computer that will be prepared in advance for each session.