



## Audio-Visual Information

### Your Presentation:

Due to the tight scheduling of sessions, your presentation will be pre-loaded in advance on a show management computer in the room where your session is scheduled to take place. Please ensure you bring an extra copy of your presentation to the room in the event that we experience any technical difficulties.

### Each conference session room will be equipped with the following standard set:

- 1 Desktop Computer
- 1 LCD and Projector Screen
- 1 Podium Microphone
- Microphone(s): 1 tabletop for every two panelists (appropriate to room size)

### Presentation Software:

A Pentium IV will be pre-loaded with Microsoft Windows XP, Office XP, Adobe Acrobat, Windows Media Player and Real Player. **\*ONLY\*** If you require a presentation package other than that provided, you must notify us well in advance to ensure that the software can be loaded on the computer.

### Important Note:

- Now is the time to start thinking about the ideal audio visual presentation for your session. This is a high technology event and your AV presentation should reflect this.
- Communicate your needs early – on site surprises are difficult to accommodate and we cannot guarantee equipment requests received at the last minute.
- If you are preparing a bilingual presentation, it must be prepared on the same deck – due to the session room size; we are unable to provide two separate screens.

### Your Personal Contact:

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