

9th Asia and Oceania Thyroid Association Congress

[To the Presenters]

In 9th Asia and Oceania Thyroid Association Congress, speakers must use only the PC provided at the venue (for the single screen projector) for their oral presentations. Slide projectors are not available. Store your presentation file on a USB flash memory drive or on CD-R only. Use only the hybrid (ISO 9660) format when writing to the CD-R; do not use special functions (such as packet write) that could cause read problems. **Please bring in your own computer if you wish to use Macintosh or moving images.**

PC center:

Speakers are requested to visit the PC Center (mentioned below) to submit their presentation data file at least an hour before the beginning of your presentation.

The PC center is located in the Lobby of Reception Hall East (Bldg. 1, 4th Floor).

The service hours are as follows:

November 2 (Mon.) 08:30 – 16:30

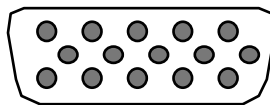
November 3 (Tue.) 08:30 – 12:00

When you bring in your own personal computer:

- Please make sure that the cable is successfully connected by using the monitor for preview at the PC center.
- D-sub 15 pin (Mini) will be provided (See the figure below). Some notebook computers may require the connector accompanying the unit. **Please be sure to bring your own PC accessories and power cord.**

Computer side (female)

● indicates the concave.



- Make sure your notebook computer outputs properly to the outside monitor. Setting up will depend on computer or operating system, please check the setting in advance.
- Please note that you cannot use audio system for your presentation.
- Turn off the screen saver and power save mode.
- Come to the PC desk near the speaker's podium in the room of your session 15 minutes before your presentation at latest and connect the cable for your presentation.

When you bring in your data:

- Presentation files must be in Windows only.
- We provide Windows PowerPoint 2000, XP, and 2003. To avoid display problems, use only standard OS fonts.
- Bring your presentation file in a USB memory or CD-R. Sorry that we cannot accept files stored in other media.
- Please finalize your presentation data when you copy on CD-R. We may not open your file at the other computers in case you do not finalize it.
- Place your data files in one folder that contains only your presentation files.
- Label your presentation file as follows: “your name, affiliation and the session name”.
- Note that the projection screen to be used in your session has XGA resolution (1024 x 768 pixels). If greater than this, a part of the slides may be trimmed off.
- Prepare a backup file for safety.