Instructions for Oral Presentation

Please bring a PowerPoint file on CD-ROM or USB flash memory (only for Windows users), or use your own laptop PC (for both Windows and Macintosh users) for your presentation. All oral presenters are asked to come to the 'PC Center' no later than 30 minutes prior to your presentation time, and please check the final output of your presentation.

When bringing data on CD-ROM or USB flash memory

    *Macintosh users are to bring your own laptop PC with your presentation data in it.

- Only Windows users can bring your presentation data on CD-ROM or USB flash memory. (CD-RW is not acceptable.)
- OS: Windows XP or later, including Windows Vista or Windows 7
- Application: PowerPoint 2003 or 2007 only
- If your presentation contains any type of movie files, you are required to use your own laptop PC.
- All Windows users may also use your own laptop PC.

When using your own PC.

- Both Windows and Macintosh may be used.
- Set the screen resolution to 1024 x 768 pixels.
- Bring an AC adapter.
- Your own laptop must be equipped with D-sub 15 pin video output (VGA). If not, you must bring an adapter cable to convert the video port of your own PC to D-sub 15 pin output (see below).
- Turn off "sleep", "screensaver", "password log-in", etc.
- It is strongly recommended to bring back-up data of your presentation file saved on CD-ROM or USB flash memory.

D-sub 15 pin output