

## Instructions for Oral Presentations

-Please follow the Organizer's and Chair's instructions during the Symposium.

-You are responsible for all operations, including connecting your laptop to the monitor switch and selecting your video output.

-Extension of presentation time due to laptop issues is not allowed.

Even if you use your own laptop, please bring USB flash media sheets for your presentation in case you have problems.

### Equipment and Materials

1. The Pacrim13 office will provide the following:

1-1. Projector and Projector Screen

1-2. Connection Cables (mini D-sub 15-pin terminal (male), HDMI (male))

1-3. Monitor Switch

1-4. AC Power for Laptop (Table Outlet)

1-5. Laptop (We provide a laptop for each room which Power Point 2010, 2013, 2016, 2019 and Adobe Acrobat Reader (PDF) are installed (OS: Windows 10 Pro). Internet Connection is not available.)



2. Presenters should prepare the following:

2-1. Data for your own presentation:

Please prepare Power Point file and/or PDF file with USB flash memory (Type A).

Even if you use your own laptop, please bring USB flash media sheets for your presentation in case you have problems.

2-2. If you plan to use your own laptop, you must provide the following:

Laptop (with mini D-sub 15-pin or HDMI video output terminal (female))

Connection Adaptor (if your laptop is not equipped with a mini D-sub 15-pin terminal (female))

Please bring your own connection cables, particularly if you use **ultra-thin laptop** or **Macintosh**.