

PowerPoint

In case you would like to use a PowerPoint presentation, we request that you send us the file of your presentation no later than **2 March 2009**. We will set up the technical equipment you may need for your presentation. Nevertheless we recommend that you also bring a backup copy of your file to the conference.

To avoid technical problems with your PowerPoint data files, please note the following advices:

Minimize File Size: Do not use embedded graphics, plots or Excel worksheet files. Instead, electronically cut and paste them into the presentation as pictures (JPEG, .GIF, PNG etc.). This procedure will minimize the file size and will also prevent accidental changes or data losses when your presentation is run on one of our computers at the conference.

Video: If you would like to include a video in your PowerPoint presentation, we request that you only use Microsoft Windows “Codec” or video encoders for embedded video files. Again, it is critical that also PowerPoint files containing video are sent to us no later than **2 March 2009**, to be tested on the SVC equipment that we will provide for the conference, and to guarantee a smooth procedure for your presentation.