LCD PREPARATION GUIDELINES FOR ORAL PRESENTATION

The joint meeting will provide LCD projectors for those who wish to utilize this mode of delivery. If you have specific questions, please contact your **session chair**.

In the unlikely event that the LCD or computer fails during a presentation, the presenter must be prepared to continue verbally.

You must provide your own laptop for the presentation (unless you make other arrangements with your session chair). For optimum results, have your display set to 640x480 or 800x600 (avoid 1024x768 – it may not display correctly). Know how to configure your video settings in case there is a problem.

Avoid delays from booting your computer at the start of the presentations. Some computers require the projector be attached in order for the video port to activated – use a computer that is able to detect a video display without requiring a reboot.

Load the presentation software and open the slide show prior to the presentation, and then put the computer in a "suspend" or "sleep" state.   At the start of the presentation, you will simply "wake" or "resume" your computer.

Know how to activate your computer's video port – this often requires a specific key combination and is different on different types of computers.

Bring your computer's power cable/cord and use it to be sure of a strong signal from the computer to the projector. Do not plan to power your computer with the battery. You will not need an extension cord.

It is highly recommended that you use your computer with an 800x600 display projector prior to the meetings so you will be familiar with the connection and configuration required for your type of computer.

Speaker ready rooms equipped with an LCD panel will be available for presenters to prepare their computers.

***Special Note for Macintosh Users
You must bring your own docking cable for the connection between the computer and the projector. You must have "Video Mirroring" on your system. This can be loaded from the System disks (version 7.0 and higher).