

IMPORTANT AUDIO-VISUAL INFORMATION FOR AMCIS 2000 PRESENTERS

If you presenting a paper, or are doing a workshop or tutorial, please note the following:

- Each room will have an overhead projector, and an LCD projector for PowerPoint presentations. There will NOT be a computer. If a presenter has a PowerPoint presentation, the session chair or one of the presenters must provide a laptop to connect to the LCD projector. (A standard connector cable will be available to plug the laptop into the projector.)

To avoid problems, we strongly suggest the following:

- Each presenter who is using PowerPoint should save their presentation(s) while their computer is using an 800x600 display size setting. To avoid possible version problems, presenters should Save As PowerPoint 95.
- The session chair or one of the presenters should contact all the presenters and make arrangements to preload all the presentations on the hard drive of one laptop for each session. Please do NOT plan on changing laptops in the middle of a session. (Running presentations off a removable floppy or zip diskette or CD-ROM could also be OK, but presenters need to be sure in advance that this will work with the designated laptop.)
- Make sure that the laptop you will use has a socket (VGA) for the plug to the LCD projector.
- Make sure that this laptop is running PowerPoint 2000 to accommodate any presenters that didn't save their files as an earlier version.
- Make sure, in advance, that the performance of PowerPoint 2000 is acceptable on this laptop (Microsoft's published minimum system requirements appear unrealistically low).
- Arrive 30 minutes before the session starts. Plug your laptop into the projector while the computer is off, and then reboot it. Test the projector and the presentations. Have the Room or Floor Monitor contact AV Technical Support immediately if there are any problems.
- Bring a backup laptop, backup diskettes of each presentation, etc.
- Bring backup transparencies, in case of computer failure. (Note the possibility of electrical power "brownouts" during the conference, which might make it necessary to use an OH projector rather than digital equipment.)

Internet Connections

- Each room has a socket for a dial-up Internet connection. However the connection will be 53K at best, the presenter would need a local access number for an ISP, and it takes time to set up the connection. If a presenter wants to show web pages, it would be much better to save the pages on the hard drive, rather than accessing them through a live connection. (In either case, the laptop would need a reasonably current version of a web browser.)

Technical Support

- There will be a technical support center in the Cerritos Room. We may be able to help with technical problems with your equipment or software, if you come in well in advance of your presentation.
- We will also have technicians to provide support for any problems with the equipment provided by the conference.

If you have any questions or comments regarding audio-visual issues, please contact Ralph Westfall, Joe Elsperger, or one of the support technicians.