

NEW AGU 2001 FALL MEETING

ELECTRONIC PRESENTATIONS USING COMPUTER PROJECTORS

A Computer Projector will be available in each oral session meeting. If you would like to use this equipment the specifications and requirements follows. Detailed information is available on the AGU Website in the Information For Speakers section.

Important Information

- Individuals must bring their presentation to the meeting on one of the available formats.
- The presentation must be in the **Speaker Ready Room, Moscone Room 236**, a minimum of 24-hours in advance and earlier if possible.
- All electronic presentations must be loaded from the Speaker Ready Office.
- **Personal laptops cannot be plugged in the projectors in meeting rooms.**
- Internet connectivity is not available.

Hardware and Software Options

- The things listed below are the only available options.
- Unix users must have HTML files or PDF files in Adobe.

Hardware

- Processor: a minimum Pentium III with 600Mhz
- Memory: minimum of 256 Mbs
- Video: 1024x768 at 24-bit color depth

Software

- Power Point
- Office Suite: Microsoft Office 2000 SR-1a
- Operating System: Windows 98 Second Edition
- Web Browser: Internet Explorer 5.5 SP-2
- Plug-Ins: QuickTime 5.0 ActiveX Control and Adobe Acrobat v 5.0
- Internet Speed: NO Connectivity, HTML presentations must be on portable Media
- Video Playback: Windows Media Player 7.1 -- QuickTime 5.0 STANDARD version
- PDF Reader: Adobe Acrobat v 5.0 READER Only
- Unix Users: Bring HTML Files or Adobe Acrobat v 5.0

Acceptable Media Types for Delivery Files to the Speaker Ready Room:

- 100MB ZIP and 250MB ZIP
- CD-ROM a.k.a. CD-R
- CD-RW (not recommended, often difficult to read)
- LS-120 a.k.a. Super Disk 120
- JAZZ 1GB (It is recommended that files be formatted in JAZZ 1GB. JAZZ 2GB can take 45 to 60 minutes to transfer)
- Floppy (if multiple floppies for PowerPoint please use Pack and Go)

The System or How is it going to work when I get there?

This is a Network Operation and presentations or laptops cannot be loaded in individual meeting rooms.

Advance Check-In is Required in Room 236 at the Moscone Center!

Your presentation must be provided to a technician a **minimum of 24 hours in advance of the talk**. Those presenting on Monday should check in on Sunday between the hours of 1:00 p.m. to 7:00 p.m. The earlier the better – 48 hours is recommended.

There is an optional check-in for those who turn their presentation in earlier than 24 hours in advance. You can bring your presentation to Room 236, complete the appropriate data information, and come back the next day to review the presentation.

Take your presentation to the media technician in Room 236 at the Moscone Center.

The technician will supply labels so that you can properly label your presentation.

The technician will copy your data into the network so that you can see exactly what the presentation looks like before arriving in the meeting room. The technician will help you with any difficulties.

You are responsible for reviewing the presentation in the Speaker Ready room.

Once the presentation is loaded, there will not be opportunities to make changes.

We highly recommend bringing a backup of your presentation in the form of slides or overheads. This is the first meeting where we have gone to computer projectors in every oral session room. Having a backup on hand will go along way in assisting with a smooth running presentation.

Technical Suggestions for Presentations

These items are not meant to deter your creativity or use of the best data you have available. These suggestions provide options in case of difficulty.

Unix users must have HTML files or PDF files in Adobe Acrobat.

PowerPoint is a design to display pictures and text generated within the program or inserted from other sources. If the outside source is a sound file over 5Kb or any video file, the original file is not saved within the presentation. Source files meeting these criteria must be available on the computer where the presentation is going to run. Please copy any source video and sound files to the media with your presentation, if you are in doubt bring the file along.

Imbedded charts, graphs, and object-oriented graphic files are often difficult to work with. These file types usually are influenced by the version of the program used to create them, often making them translate strangely on a different system. It is recommended that charts or graphics be inserted into your presentation as a bitmap format graphic. Examples of some bitmap formats are: .bmp .gif .jpg .tiff

If you embed charts and object graphics in your presentation, it is advisable to have the bitmap format graphics available on your media. While there are problems with these file types, it is a small percentage that have difficulties. However, a little preparation can prevent extensive editing at the meeting.

QuickTime is a wonderful tool, however QuickTime's best compression algorithm, the Sorenson CODEC does not play within PowerPoint. To avoid problems, convert QuickTime files to the Cinepak CODEC, or to AVI or MPEG video format. We understand that to maintain quality you may need to increase file size. There will be sufficient drive space to handle this.

Acrobat Reader - you are welcome to bring your files in Acrobat's PDF format. However, editing these files at the meeting will not be possible.

HTML presentations – make sure that your files are portable. Data will be copied from your media to the network's hard drive. If files are not portable, you could lose links between pages.

Web Server - there is no web server on the network, so plan accordingly.

Plug-Ins or Active X controls - these cannot be installed into the network. If your presentation takes advantage of a function not built into IE 5.5, or the Plug-Ins mentioned above you will have difficulties.