

## Specifications for Your Presentation at ICOM Kyoto 2019

### Access Time to Session Rooms

Please ask your coordinator for your presentation when you should arrive at the session room and be aware that there are two sites for sessions. If you are making your presentation at the satellite venue, the Inamori Memorial Hall, do remember to have your conference ID badge issued at the main venue at the Kyoto International Conference Center (ICC Kyoto) beforehand. It takes about 20-30 minutes to travel between these two sites (refer to ICOM Kyoto 2019 website and programme book). So please take the travel time into account.

### Technical Requirements

The size of the projection screen for your presentation will be **16:9 widescreen aspect ratio**. Please prepare your slides in a 16:9 format, and store the data either on a USB memory device, CD-R or a laptop computer.

You will be asked to check the operation of your laptop or upload the data onto the PC provided in the session room. Please be sure to have backups and arrive early enough to complete preparation of your presentation in time to avoid delays during the session.

You can ask your coordinator or volunteers if you have any issues.

- Using USB memory devices
  - All session rooms are equipped with a PC installed with Windows 10, and Microsoft PowerPoint Versions 2010, 2013, 2016 application software.
  - To avoid display problems with your presentation, we recommend to use standard OS fonts. If you use fonts other than the following list, alternative fonts will be selected and layouts may be disrupted. If you use special fonts, you should save them as images and paste them on your slides as object.  
Recommended fonts: MS Gothic, MSP Gothic, Arial, Arial Black, Century, Century Gothic, Times New Roman or Meiryo.
  - In order to prevent virus infections acquired through USB, please check that your presentation data has not been infected by any virus in advance using the latest version of security software.
  - If you make a copy of your data, please test whether you can view your presentation on a different computer, after copying your data onto the external media.
  
- Using your own laptop computer
  - Bring your own power adaptor and cable in order to charge your computer, and ensure that it is compatible with the D-sub 15 pin. Please bring an adaptor if necessary.

- Ensure that you do not have your computer set to screen-saver or sleep/power-saving settings that could interrupt your presentation.
- Cancel any passwords required from the screen-saver and on startup.

\*No DVDs please! No DVD player is available on the PC for you to use data DVDs.

### Poster Presentation

Only boards/panels and pushpins will be provided for you to display your poster. Please check with your coordinator for specifications for the poster.

\* No poster printer is available at the conference venues!