

# The 104<sup>th</sup> CSJ Annual Meeting (2024)

## Presentation Equipment Guidelines

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Ver.1 - 2024/2/13

\*\*\* Important Notice \*\*\*

Please read this document before the 104<sup>th</sup> CSJ Annual Meeting.

This document will be updated as needed. Please check the latest version before the meeting.

### Outline

1. Equipment to be Provided by the Organazer
2. Equipment to be Prepared by Presenter
3. Preparing Your Presentation
4. Layout of Presentation Rooms

### Contact

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URL: <https://pub.conf.it.atlas.jp/en/event/csj104th>

## 1. Equipment to be Provided by the Organizer

### ① Laptop for presentation

- Operating System: Windows 10 Pro (64 bit)
- Presentation Software: Microsoft Office 2021 Standard (64 bit)
- PDF Browser: Adobe Acrobat Reader : 23.008.20470
- A wired mouse will be provided with each laptop.

### ② Projector

We generally use the projectors installed at the venue.

### ③ HDMI Selector

Allows switching between 2 laptops.

### ④ Connecting Cable (HDMI cable)

### ⑤ Power Supply

\* We will not provide a laser pointer. If you need a laser pointer, please bring one yourself. Also please note that the slide switch function of laser pointers cannot be used.

## 2. Equipment to be Prepared by Presenter

The following equipment needs to be prepared by the presenter:

### ① USB Flash Drive for Your Presentation

- The organizing committee will provide the laptops.
- Bring your presentation slides on a USB flash drive (USB Type-A) and insert it into the laptop at the presentation room when you give your presentation.
- Organize the contents of your USB flash drive to ensure a smooth transition from speaker to speaker.
- Ensure your USB flash drive is working properly and confirm virus scanning and operating system compatibility.

#### ◆ If using your own laptop:

- Check if your laptop has an HDMI port.
- If your laptop does not have an HDMI port, bring a converter.
- Bring your own power cable, AC adapter, battery, and mouse.
- We recommend laptops that can output Full High Definition (1920 x 1080).

### ② Backup file

We recommend saving and bringing your presentation slides with various file types (Power Point and PDF) in case of any trouble.

### 3. Preparing Your Presentation

#### 1. Before the 104<sup>th</sup> CSJ Annual Meeting: Preparation at Home or Office

##### ① Prepare your slides.

1. The recommended aspect ratio of the presentation slide is 16:9.
2. Set the resolution to Full High Definition (1920 x 1080). Larger sizes may not be displayed correctly.
3. Presenters cannot use audio output, and the organizing committee does not guarantee audio output.
4. Avoid using movies and animations whenever possible, as they may not be displayed properly.

##### ◆ If using your own laptop:

5. Turn off the screen saver.
6. Turn off the power-saving mode.
7. Turn off sleep mode.
8. In case of a bad connection, you may need to reboot your laptop, so be prepared to enter the password at any time.
9. Bring your power cord, AC adapter, etc.

\* For details on setting up the system, refer to your PC manual.

##### ② Prepare Backup File.

We recommend backing up your presentation slides in various file types (Power Point and PDF) and bringing them with you in case of any trouble.

##### ③ Perform Connection Test.

We recommend that you practice projecting your presentation slides on external monitors (such as desktop monitors) or projectors in your school or office.

#### 2. When you arrive at the venue and before your session starts [in the preview room]

##### ① Preview your presentation.

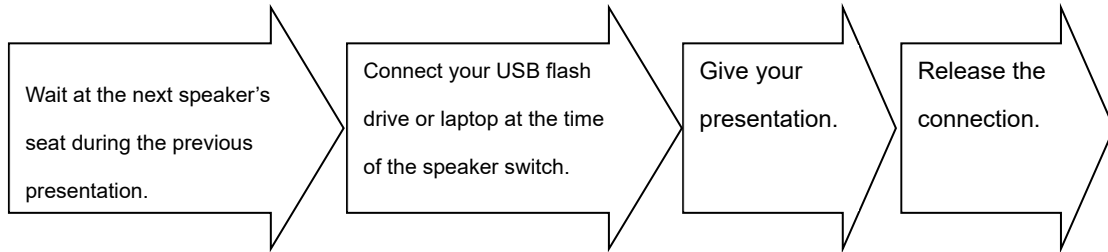
Please insert your USB flash drive into the laptop in the preview room and check whether your presentation slides can be displayed properly and smoothly before your session starts. If you are using your own laptop, please connect your laptop to the projectors in the preview room.

\*The number of projectors is limited. Many speakers may want to use projectors at the same time, and you may not be able to use projectors. We appreciate your understanding.

\*Please check the location of the preview rooms on our website.

\*The preview room is only for checking your slides, so please refrain from using preview room laptops to modify your slides.

### 3. When Your Session Begins: Connecting and Giving Your Presentation



① Please wait at the next speaker’s seat during the previous presentation.

The next speaker’s seat is located at the front of the presentation room.

② Switching Speakers

When the previous speaker finishes their presentation, please connect your USB flash drive to the laptop on the lectern and prepare for your presentation.

If you are using your own laptop, please connect it to the projector using the HDMI cable.

③ During Your Presentation

Please operate the laptop by yourself during your presentation.

④ After Your Presentation

Once you have finished your presentation, please disconnect your USB flash drive from the laptop or your PC from the HDMI cable. As the next presentation is scheduled to begin shortly, please disconnect promptly. Please also take care to watch your step and avoid stepping on any wiring as the room may be dimly lit.

### 4. Layout of Presentation Rooms (example)

