

# Instructions for presenters

**Presenters should prepare their computers/devices for the presentation.**

Before the session, the presenter should ensure that the presentation materials work properly.

In the session room, a projector with only HDMI display cable is available.

**Don't forget the display adapter to HDMI cable.** The ICOPE-2023 Secretariat will not provide display adapters.

The ICOPE-2023 Secretariat will provide laptops with Microsoft PowerPoint 2016 on Microsoft Windows 10 Home and Adobe Acrobat Pro Ver.2023 installed in all session rooms. The laptop computer has a type A USB port.

Presenters can use laptop computers by copying presentation files via a USB memory stick.

The presentation time is **20** minutes (**15** minutes for presentation and **5** minutes for discussion).

The Session Room Assistant will ring the 1st, 2nd, and 3rd bell at **12**, **15**, and **20** minutes respectively from the start of each presentation.

April 20, 2023