



**For all your Multi Media, Music, Sound and Production Solutions**

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## **Technical Specifications for Presentations**

1. Presentation to be generated using the Powerpoint software package.
2. We recommend using Office 2003/2007, Powerpoint to design your presentation. Vista 2007 not allowed.
3. Presentations may be provided on USB memory stick or CD-R compact disc. Virus checks must be performed otherwise our virus program will detect it, and delete the entire file.
4. At least one backup of your presentation, either CD or the presentation on laptop.
5. Users of their own laptops must be familiar with the operation of the laptop as well as an external device such as a data projector. {Enabling clone / dual-display}
6. Make sure that when your presentation includes video clips, it **MUST** be tested during the design of the presentation with your laptop connected to an external VGA screen or data projector. This is imperative to ensure the compression of the video files are correct and to make it possible for a standard laptop to display the images on the laptop screen and the external VGA screen or data projector at the same time. If the abovementioned is not **CORRECTLY** done, you will **NOT** be able to view any text or images on your laptop screen throughout your entire presentation, but **ONLY** on the external device. (If using own laptop)  
  
Recommended Compression Format: WMF (Windows Media File) / MPG  
Optional (Not Recommended): AVI (2 or 4 speed)
7. During the design of your presentation, create the presentation on the **DESKTOP** of your PC with all the images or video clips that are to be

included in the Powerpoint presentation, write all the files from your desktop to an empty writable disk (CD-R) or empty USB memory stick. Take note to FINALIZE the writable disk, otherwise it will ONLY work on the PC it was written on. To TEST the presentation, RUN it on a DIFFERENT PC or laptop than the one it was created on. Do that by copying all the files to the DESKTOP of the PC or laptop. Run the presentation and make SURE Powerpoint CAN DETECT all the LINKS between the different files (images, video clips, etc.)

8. If a presenter failed to comply to the above guidelines, our technical staff in the PREVIEW ROOM will try our utmost to assist you to fix the problems that will occur.
9. When using your own Apple Macintosh laptop to present with, please provide the VGA converter needed to connect the laptop to an external screen or projector.