

MAFELAP 2009 - Audio-Visual facilities

Every room is equipped with a basic Windows XP PC, an LCD projector and a VGA laptop connector. If your laptop does not have a VGA output port (e.g. it has DVI instead) then you will need to supply a gender changer in order to connect to our projectors. This typically affects Apple Mac machines but also some newer varieties of non-Apple equipment. PLEASE CHECK and BRING an adaptor. We cannot supply them.

If you are using the XP PC please note:

- **Motherboard compatibility issues prevent some memory sticks from functioning.**
- **You must come to your room twenty minutes before your session begins** in order that:
 - we can load your presentation from your media (flash drive or CD/DVD ROM).
 - or take corrective action if your media fails to install.
- **The organisers cannot be held responsible for a presentation failing to load if you do not take this step.**
- A PDF reader (not necessarily Adobe Acrobat) is installed and so is Standard Microsoft Office 2007.

If you require any more specialised software or operating system you should arrange to use a self-configured laptop.

In any case, to avoid technical difficulties, we strongly recommend that wherever possible you use your own laptop.

If you are using a laptop please note:

- You will need to know how to switch the laptop's screen output to the VGA (projector) port.
- You will need a gender changer if your machine does not have a VGA port.
- Screen resolutions higher than 1064 by 768, and wide screens, may not project properly.

In order that you can load your files and/or test your laptop before your talk we have arranged for every mini-symposium and parallel session room to be manned from 20 minutes prior to the start of each session by a MAFELAP representative. This representative will be able to help you test your laptop's projector connection.

Invited speakers not using their own laptops should provide their presentation (preferably on a CD, or on a memory stick that will be returned) to a MAFELAP representative at or shortly after registration.

A representative will also be on hand throughout all sessions to help with connection and display problems.

As a last resort, use the internal telephone to call extension 65507.

Transparency projectors

Every room is equipped with one overhead projector, a white board and marking pens.