

## Guidelines for Use of Computer Projection at Meetings of the Acoustical Society of America

A PC computer with audio playback capability and projector will be provided in each meeting room on which all authors should load their presentations. Authors should bring computer presentations on USB to load onto the provided computer and should arrive at the meeting rooms at least 30 minutes before the start of their sessions. Assistance in loading presentations onto the computers will be provided.

Note that only PC format will be supported so **authors using Macs** must save their presentations for projection in PC format. Also, authors who plan to play audio during their presentations should insure that their sound files are also saved on the USB drive.

### GUIDELINES

- Set your computer's screen resolution to the resolution indicated by the AV technical support (usually 16:9). If it looks OK, it will probably look OK to your audience during your presentation.
- Remember that graphics can be animated or quickly toggled among several options: Comparisons between figures may be made temporally rather than spatially.
- Animations often run more slowly on laptops connected to computer video projectors than when not so connected. Test the effectiveness of your animations before your assigned presentation time on a similar projection system (e.g., in the A/V preview room). Avoid real-time calculations in favor of pre-calculation and saving of images.
- If you will use your own laptop instead of the computer provided, connect your laptop to the projector during the question/answer period of the previous speaker. It is good protocol to initiate your slide show (e.g., run PowerPoint) immediately once connected, so the audience doesn't have to wait. If there are any problems, the session chair will endeavor to assist you, but it is your responsibility to ensure that the technical details have been worked out ahead of time.
- During the presentation have your laptop running with main power instead of using battery power to insure that the laptop is running at full CPU speed. This will also guarantee that your laptop does not run out of power during your presentation.