

## Technical Specifications for Presentations

1. Presentation to be generated using the PowerPoint software package.
2. Star Sound runs Windows 10 Operating System, Office 2020 on all Laptops.
3. Presentations **MUST** be provided on USB memory stick. Virus checks will be done on Star Sound laptops.
4. Please have at least one backup of your presentation, either USB, Google Drive or Google Cloud.
5. Please provide Star Sound with the presentation and, if applicable, the video clips in that presentation on the day of presenting.
6. Please note no presentations will be allowed emailed on the day of presenting.
7. Any presentations that needs to be emailed must be send 3days before the conference to congress organizers.
8. All presentations should be uploaded in the venue in breaks.
9. Personal Laptops will be allowed to be used other than Laptops provided by Star Sound. Please make an arrangement ahead of time.

(Please be aware with virtual attendees only Star Sound presentation laptop will be used to ensure audio and visual for them.)

When using your own Apple Laptop to present with, please provide the HDMI/ VGA converter needed to connect the Laptop to an external screen or projector.