



## **Workshop Information**

### **Audio-visual Arrangements: What to Bring & What Not to Bring**

These instructions are intended for workshop organisers and presenters. If you are a workshop organiser, it is your responsibility to ensure that your presenters are aware of the conference's audio-visual requirements.

#### *Equipment*

Each workshop room will include a computer, a LCD projector, Microsoft PowerPoint software, a pin board and flipchart. Any additional technical equipment must be requested by August 15<sup>th</sup> 2008 by contacting Kara Edwards at [kara.edwards@cic.gc.ca](mailto:kara.edwards@cic.gc.ca).

#### *Presentation format*

All presentations must be prepared using Microsoft PowerPoint on a PC (not Apple!) operating system. Presenters should store their presentation on a CD-ROM, DVD-ROM or preferably a USB memory stick and bring it with them to Bonn. Presenters will not be permitted to use their own laptop computers to deliver their presentation.

#### *On the day of your workshop*

Prior to 11:30 on the day of their workshop, presenters must visit the speakers' room at the World Conference Center Bonn. There, technical staff will ensure that the presentation is compatible with the conference's software and technical equipment and a copy of the presentation will be made for back-up purposes only.

Workshops begin at 14:30 and at 16:30. Workshop presenters are requested to arrive at their workshop room at least 30 minutes before the commencement of the session so their presentation can be uploaded. On-site technical staff will assist in uploading presentations and resolving any problems that may occur. It is the responsibility of workshop organisers and presenters to arrive at the workshop venue in time to upload their presentation.

Please note that shuttle services from the World Conference Center Bonn to workshop venues will be available for all workshop speakers beginning at 13:30.

Shuttle service will also be offered during the break to change workshop venues.