

ASME-ATI-UIT 2010 CONFERENCE
Thermal and Environmental Issues in Energy Systems

ORAL PRESENTATIONS INFORMATION

MEETING VENUE

Hilton Sorrento Palace
Via San Antonio, 13
Sorrento (Naples) Italy

Should you need any help please call +39 06 7028181 during office hours (from 9 am to 6 pm Mon-Fri) or mobile +39 335 6959486 (Full Day, Organizing Secretariat)

▪ **AUDIOVISUAL INFO and MEETING ROOM SET UP**

Basic Audio-Visual Equipment

Only computer projection will be set up.

Please note that in meeting rooms you will find:

- 1 data/video projector LCD 3500 Ansi Lumen (5000 Ansi Lumen in the plenary room);
- 1 PC with CD-ROM and an open USB port for flash drives;
- 1 screen;
- an audio system with microphones;
- 1 laser pointer.

Software

Please remember that the meeting room PC is equipped with

WINDOWS XP and 2007 MICROSOFT OFFICE package (Power Point and Adobe Acrobat 8.0 .pdf file-based included) compatible with IBM PC only.

ATTENTION: Macintosh users should note that Macs can write a PC-formatted readable USB flash drive and CD-ROM.

Presenters using other software (ex: Mac-Keynote or PC-Corel Draw 12) should save their presentations in PowerPoint or Adobe Acrobat Reader compatible with the a/m software.

Presenters should also remember to include the extension (.ppt or .pdf) and their surname when they label their presentations, otherwise the session room PC computers will not recognize them.

More details

Presenters are asked to bring their presentation on a USB flash drive or a CD-ROM, to avoid setup delays.

The use of personal lap tops is not allowed, as it may cause delays.

Presenters are asked to deliver, at least 2 hours in advance with respect to the beginning of the session (the previous afternoon as to the first morning session), their presentation in the Speaker-Ready Room, also to check compatibility with the meeting room computer.

We kindly ask you to stay within schedule.

Thank you.

Special requests or questions Should you have special AV equipment needs or questions please write to r.menghi@fullday.com no later than May 3.