



## INSTRUCTIONS FOR PRESENTERS

### Required

All presenters are asked to bring 20 hard copies of their paper, together with a copy of their presentation on overhead projector transparencies.

### Optional

Most (but not all) of the presentation rooms have a Windows XP® based computer and an overhead projector/**document camera**. In addition to bringing their presentation on overhead projector transparencies, delegates may bring their presentation in one of the following three electronic formats (listed in order of preference).

#### 1. *USB memory*

- Memory stick must be compatible with Windows XP®
- Presentation must be compatible with Word (2002)®, Powerpoint (2002)® or Acrobat®

#### 2. *CDROM*

- Presentation must be compatible with Word (2002)®, Powerpoint (2002)® or Acrobat®

#### 3. *Floppy disk*

- Disk must be formatted on Windows, **and virus free**.
- Slides must be compatible with Word (2002)®, Powerpoint (2002)® or Acrobat®

NOTE: Although the main congress venue, the UCD Quinn School of Business, was designed with a special focus on e-technology and e-learning, some presentations will take place in a lower specification, older building nearby. Consequently, the organisers of EAA 2006 cannot guarantee that the above three optional presentation methods (i) will be available in all presentation rooms and/or (ii) will function correctly.

Queries on presentation materials should be directed to [eea2006@ovation.ie](mailto:eea2006@ovation.ie)