

CONFERENCE VENUE - SINGAPORE MANAGEMENT UNIVERSITY (SMU)

Technical Information for Conference Presenters Presenting at SMU

This is a technical advice sheet to help presenters with queries and concerns for the following two conference venues at SMU:

1. Seminar Room Set-up

For conference papers, artist/project presentations, panel presentations

Seminar rooms are fully equipped for lecture purposes with a 'media closet' consisting of a PC, a DVD player as well as 2 projector screens side by side, which can show separate images. The rooms are set up so that a presenter can just plug in his/her laptop (sound and visuals) and present on both screens, showing the same image simultaneously, side by side. A few permutations of using the 2 screens are available, (i.e. laptop + closet PC, Laptop + DVD player). A conference volunteer will be on hand to help you with the set up. Please inform him/her of your needs.

Seating in the seminar room is in a semi-circle around a small podium where the cables are and for you to leave your laptop.



Seating style shown above. Screens are out of picture to the left.

- a. Computer Equipment
 - i. One PC- Standard Office Issue with MS office suite.
- b. Projection
 - i. 2 Screens side by side. However this can only take input from 1 laptop at a time. Other input must come through the abovementioned PC in the 'media closet'.
- c. **Connection Cables**
 - i. **VGA cables**
 - ii. **1/8 inch sound jack (same as your mp3 player)**
 - iii. **LAN cable**
- d. Sound
 - i. 2 speakers available (basic sound quality)
- e. Internet
 - i. Presenters will use a wired LAN connection to ensure faster connection speed.

- ii. A wireless internet connection will be available to all delegates.
 - iii. Both wired and wireless connection will be accessed through a username and password which will be given to you when you collect your conference kit and pass at the ISEA2008 secretariat.
- f. Lighting
- i. Standard fluorescent lighting.

2. Ngee Ann Kongsi Auditorium

For specific panel presentations only. Seating capacity: 310



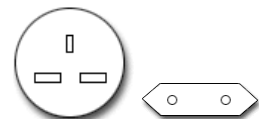
- a. A computer is available to pre-load presentations before the session starts.
- b. We will have two additional VGA cables for the panel's use.
- c. Microphones for panel will be given.

3. Presenters need to:

- a. **Turn up 15 minutes in advance of your presentation session and meet the conference volunteer to let him/her know all your technical requirements.**
- b. Conference Volunteers will try to set up more complicated presentations in advance, but in order of presentation. (eg. The 10am presentation will be tested before the 11.30am presentation.)

4. What to take note of:

- a. Power: Singapore's voltage is 220 - 240 volts AC, 50 cycles per second



- b. Plugs are 3 pronged, but some 2 pronged plugs work as well.
- c. Presenters are advised to bring their own travel adaptors.
- d. Power outlets are freely available through the SMU campus.

- e. For **MAC users please bring your own VGA adaptors.** (the adaptor that lets you connect to VGA cables on projectors)

5. Seating Capacity of Venues:

Venue: (All Venues below are at Singapore Management University, School of Accountancy/ School of Law)	Seating Capacity
Ngee Ann Kongsi Auditorium	310
Seminar Room 1-1	55
Seminar Room 1-3	45
Seminar Room 2-1	45
Seminar Room 2-2	55
Seminar Room 2-3	55
Seminar Room 2-5	45
Seminar Room 3-1	45
Seminar Room 3-2	55