

Dear Presenters at POM TOKYO 2008:

Great thanks for your contributions to POM TOKYO 2008. We are Computer Team Chiefs for POM TOKYO 2008, responsible for IT related things at the conference. Please read the following announcement carefully:

- (1) Every session room has a computer and a projector. Please bring a USB memory device including your presentation file to the room. If you need to use your own computer, you will have to in advance check it in your session room by yourself. Because there are many speakers and the session schedule is tight, we strongly recommend you to carry your USB memory device instead of PC. If you would like to use a Mac, you will also have to bring the conversion cable between your Mac and the VGA connector with mini D-sub 15 pins for yourself.
- (2) The available software is Microsoft Office 2003. That is, you cannot use PowerPoint 2007 in your session room. If you are a user of PowerPoint 2007, you will have to make the conversion file by PowerPoint 2007 in advance. Note that converted files cannot always work on PowerPoint 2003. So, you will have to check it at the temporary Internet place to be made properly.
- (3) The temporary Internet place: We will make available to registered participants 10 computers with the Internet access at the entrance lobby of West Building No. 2 (W2 Building). Those computers will be available to delegates from 8 am to 5 pm on Tuesday, Wednesday and Thursday. You are not allowed to drink or eat anything there. Web browsers and PowerPoint 2003 are available, although the software is in the Japanese version; the menu list and help manuals are shown in Japanese. You are not allowed to access wireless LANs in order to keep the security of our campus network.

If you have any questions on IT related matters, please let us know by email at POM.TOKYO2008@jomsa.jp. We are looking forward to seeing you soon in Tokyo.

Best regards,

Computer Team Chiefs for POM TOKYO 2008

Yukari Shirota, Professor at Gakushuin University

and

Yutaka Takahashi, Professor at Senshu University