CID – Athens CDR: Technical instructions 2017

Dear participants,
You are reading this because you are going to participate in a worldwide congress and you are going to present your Dance Research of any form.

Following, are some general instructions for the proper technical coverage of the conference, as well as for the inconvenience of the participants' presentations.

- Rehearse your presentation enough times until you feel confident.
  Use a clock to actually time your rehearsal and check if you are within the limits!
  Be sure to respect the time limits given to you and even include some "free" time (usually at the end of your presentation) for possible questions from the audience, extra notes and clarifications or even unexpected problems that occurred.
  It's very important not to exceed your given time limit, as it is impolite for everyone.
  For your convenience, you can use the "free" time at the end of your presentation, to invite the attendants to join you in a gathering at the Congress venues afterwards, but NOT while the scheduled program flow.
- You are always responsible for your media and personal belongings. Please do not forget them afterwards.
- Always test your media and devices and **verify** them in practice, Not only in theory.
  Use a friend's computer (or CD player) to double check that your media works as expected.
  Ideally, use a device identical to the one you will be using during the presentation!
  Hardware and software specifications of devices provided by the congress are listed later in this document, for your convenience.
- Have an extra copy of your media, or more than one if possible.
  Many times, we had to use the "backup" media because the "original" failed for some reason or got lost.
- You may ask for all the help you might need, long **before** your presentation, but not at the very last minute.
- Feel free to e-mail us with any extra questions or if you feel something on this guide is not written clearly enough.
- Anything we can solve in advance will make the implementation and the flow easier for all the participants, but also for the organizer of the conference.
- Please make sure you clearly understand and agree to this document.

Thank you in advance, for your attention to the above.

Dance halls can have a standard CD-player connected to speakers (for audio only).
Cannot offer TV, monitor, projector or screen of any kind in the dance halls.

Method 1: Use a Compact Disc.
You can use standard Compact Disc Digital Audio (CD-DA) disc, either original mainstream factory protected release or even "home recorded" disc that you created.
You can NOT use data CD-ROM or MP3 files.
If you are not sure about what an Audio-CD is or how to record one then please ask help from a professional or consult the internet.
https://en.wikipedia.org/wiki/Compact_disc#Audio_CD

Method 2: Use your audio device with headphones or Line-Out capability.
You can use the provided 3.5mm audio jack (male 3-conductor TS/TRS) with your own device, just like you would connect standard headphones or connect it to your home HiFi or mixer.

That way you can play whatever your device (Laptop, Phone, MP3 player) is capable of playing.
You must be able to operate your device in how to change, start, skip tracks if you need and control the output volume.

Lecture rooms have a computer (PC or Laptop) with Microsoft Windows 10 and all software installed in English language connected to a data/video projector, a standard simple US keyboard and a mouse.

There will be an assistant nearby, that is aware of basic computer usage but **you** are responsible and should be in position of controlling and presenting your work or multimedia according to your needs.

Method 1: Use the provided computer already connected to the data projector.

Most of the time there is no 100% specific model of computer you can expect to find, availability often changes, but here is a quick technical description of the software and hardware you will find:

Hardware wise it will be a simple computer (PC or Laptop) with single or dual core CPU, capable of most everyday tasks.

It will have a free "USB 2.0" port to connect your USB drive if you want and a DVD-ROM drive, to use your CD or DVD discs.

Software wise, everything is installed in English language:

Microsoft Windows 10 Pro, Microsoft Office 2010 Pro (or later), Microsoft Media Player, VLC media player, Daum PotPlayer, Irfan View image viewer, Adobe Acrobat reader.

Supported media and file formats:
Optical Discs : CD-ROM, Audio-CD, DVD-ROM, DVD-video.
Files   : Jpeg, MP3, MPEG2, PDF, Doc, Docx, Xls, Xlsx, Mdb, Mdbx, Ppt, Pptx.

We do NOT use Macintosh computers or laptops, but pure Windows 10 PCs, so please make sure your presentation files are compatible with such configuration.

Method 2: Use your own Laptop/device and connect to the existing data projector.

You are allowed and **encouraged** to use your own computer/laptop. Also use any other equipment that you have as long as it is compatible with our equipment.

For video, our projector connects using a standard VGA/monitor cable (D-SUB male type).

For audio, we connect using a standard headphones/line-out cable (3.5mm mini-jack male) just like the one described in the previous page.

We do **not** provide any mobile phone/laptop chargers, convertors or adaptors of any sort. Please be sure that your devices can connect to our equipment.

Software compatibility:
If you have a file that should NOT play correctly on the computer specifications mentioned (like a 'Full High-Definition format' or "QuickTime format" video) then you will need to convert it on your own down to MPEG2 or Standard DVD.
We do not convert files, IT MIGHT NOT WORK ON OUR COMPUTERS.

Hardware compatibility:
Electrical power sockets/outlets are, "Schuko" type and carry 230Volts A/C at 50Hz.
(Standard European electrical power)

Macintosh laptops for example usually have a "DisplayPort" or "Mini DisplayPort" or "D.V.I." connector and NOT a standard "V.G.A." connector so you would need to have the proper adapter for your model to make it "V.G.A." compatible and try it beforehand.
For more information on V.G.A. connector port: http:/en.wikipedia.org/wiki/VGA_connector

We do not provide adapters of any sort.

Officially supported media for our devices:
You **must** have your AUDIO-CD with you.
You can have an extra backup copy on another disc or other media or USB but do not forget that you are required to have the AUDIO-CD.

In some cases we have the last minute ability to have a computer with CD/DVD instead of a simple CD-Player but this is NEVER guaranteed.

We will not provide any kind of support under no circumstances for anything else other than the officially supported methods.