

1. Two screens will be available in the meeting room, a large, main screen centred on the room and a secondary screen on the side to allow for double projection at any time. At each screen there will be a laptop (running Windows) for PC/video presentations and an overhead projector. Both laptops will have an Internet connection (Wifi network) in such a way that “remote control, demonstrations, etc.” will be available.
2. To avoid the problems sometimes associated with authors using their own laptops, all PC/video presentations must be conducted using the two laptops available at the meeting room. Each laptop is equipped with a 3.5" floppy drive, a DVD drive supporting DVD-RW, DVD+RW and CD-RW, and two USB 2.0 ports for memory sticks ready for any presentation an author has assembled on his/her supported data medium. The software installed on the desktop includes Windows XP, PowerPoint 2003, OpenOffice, Internet Explorer, and Acrobat Reader. Authors must provide their presentations in the break time prior to their session at the latest. In order to facilitate the preparation of the workshop, authors who have finished their presentations in advance are kindly requested to electronically submit them attached to an email to the local committee, to the official workshop e-mail address: eerwem@roa.es
3. Authors who will use transparencies, must also provide an electronic copy of their slides (jpeg, png, etc.) to the local committee prior to their presentation. This electronic copy can be provided in advance to the e-mail mentioned above, or at the workshop via memory stick, CD, or 3.5" floppies.
4. Additionally, there will be a slide projector in the room; the slides must be prepared in advance. Any author planning to use slides must prepare them before the corresponding session starting time.
5. Laser pointers will also be available.
6. Two PC's will be available at the hall of the hotel during the workshop for all participants. These PC's will be connected to a printer and will have available an Internet connection, Microsoft Office, Corel Draw, Acdsee, etc. Some transparencies will also be available.
7. Photocopies will be available at the hotel reception desk.
8. All presentations will be included on a EERWEM Workshop CD. It is mandatory for all authors to provide an electronic copy prior to their presentation, as explained above.
9. Any request for additional media needed at the meeting room should also be sent to eerwem@roa.es , copy to pazos@roa.es and mdavila@roa.es .