

## FILES NEEDED FOR EACH STAND

### COMPULSORY FILES

1- **7 images** in **JPG** format are required for each company.

The photographs that are to be placed in the slides screen will be called (P?) and those in the television (T?). We will also need a photograph of the company logo, which will be called LOGO.

**P1, P2 and P3** in JPG format and size 225x150 pixels.

**T1, T2 and T3** in JPG format and size 225x150 pixels.

**LOGO** in JPG format and size 225x**50** pixels.

2- A description of the company, which will be called **TE1** and **TE2**, correspondingly. They will be done in TXT format, that is, with the Windows notepad, a tool present in all computers.

**TE1.txt** Description of the company.

**TE2.txt** Ways of buying and contacting the company.

3- Description of the products and prizes **TE3 (if it is an Association or institution this file will be used to include the activities that it performs).**

TE3 can be carried out in one of the following ways:

- In an Excel sheet which will be called (**TE3.xls**) or, as Excel allows to **save the document as a web page**, (**TE.htm**), which would be more appropriate.
- You will be able to send a Word document (**TE3.doc**) putting the products in a chart.
- Or in a text document with the notepad called (**TE.txt**).

All these files don't have size limit, but you have to take into account that, the bigger the file is, it will need more time to download from Internet.

### OPTIONAL FILES

3- You can also introduce background music in your stand, in MIDI format and called **MF**.

4- Text files in English called **TI1, TI2, TI3**, for international visits and contacts.

**In the future you will be able to do all the changes in the stand and in the sent files and data with a form. To access to this form you will be given some passwords, so that you can update both the look and the data of your stand at any moment, if you wish to do so. The same passwords will give you access to the Fair Classroom where you can do a select variety of courses.**

As it was announced in the presentation of the Fair, a parallel Fair in text format will be created, so that it can be read by the reading machines for **blind people**.

Finally, we remember you that the order of appearance of stands will depend on the date of registration and sending of information of each company, not on alphabetical order.