Rome, 9th November 2013
Prot. 13/0609

To the participants in the CG27:
**Provincials, Delegates and Invitees**
at their addresses

**Subject: Use of computer systems at the GC 27**

Dear Participants,

Through this fourth letter I am sending you some information and guidelines concerning the use of computer systems during the GC27.

1 . For the work of the Chapter we shall ordinarily make use of documents and texts in *Word, Excel and PDF digital formats*. In this way we shall avoid the use of paper as much as possible.

2 . To facilitate communications during the Chapter we shall be installing an *intranet network.* It will enable many operations in your room, in the Chapter hall, and in the various halls at our disposal: indications about the daily time-table and the agenda, the sharing of documents, the counting of the absentees, voting...

3 . This means that each participant must bring to the GC27 his own *portable laptop* with one of the following operating systems: Windows, Linux or Mac.

4 . Your own portable laptop must be equipped with :
- An original operating system, if possible in one of the following languages: English, Italian, French, Spanish;
- A wireless network card;
- Antivirus;
- Browser: Mozilla Firefox;
- Microsoft Office or Office viewer;
- PDF reader;
- The latest software updates available.

5 . You are requested to bring with you:
- A power cable for your device;
- An adaptor for an Italian electrical outlet or shuko;
- CD / DVD software to instal or restore your operating system and any other licensed software that may be necessary to format your laptop in case a virus is detected.

6 . Before you arrive in Rome, it is recommended that you make a *backup copy* of your documents.


For any questions or clarifications, please contact Fr. Saimy, Secretary of the Moderator for the GC27: [sec.cg27@sdb.org](mailto:sec.cg27@sdb.org)


With my cordial greetings in Don Bosco,

Fr. Francis Cereda