

# The 45th Congress of the Japanese Headache Society

Date: November 10 - 11, 2017

Venue: International House, Osaka

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## Presentation Guidelines

### Data Preview:

Please come in front of registration desk, “Data Preview Center”, located on the 1st floor at International House, Osaka.

We kindly ask all presenters to check in data at least 30 minutes prior to your presentation.

- 1) Please prepare your data in Microsoft PowerPoint (WindowsPowerPoint2007/2010) and make sure to preview your presentation data.
- 2) Remote presentation system is equipped in the session room. You have a TFT monitor, mouse and USB keyboard on the podium to operate your presentation.
- 3) Audio playback is not possible.
- 4) In order to avoid character corruption, the following fonts are recommended:  
Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, New Georgia
- 5) Monitor Size (Resolution) : XGA (1024×768)

### If you use the Secretariat’s PC

- 1) Only USB flash memories are accepted.  
\* CD-Rs, MOs, floppy disks, and CD-RWs cannot be accepted.
- 2) Windows is the only operating system available for the presentations.
- 3) If you have ***movie files***, you are requested to bring your own computer.
- 4) Your media should contain only the presentation data for the meeting.
- 5) Your presentation data file should be named  
as <Presentation Number> <Name> .ppt  
or as <Presentation Number> <Name>.pptx. (If saving a data in PowerPoint2007/2010 format)
- 6) If your presentation data is linked to other files (i.e. still or moving images, graphs, etc.), those linked files should also be saved in the same folder, and the links checked beforehand.
- 7) The Secretariat is responsible for destroying all copies of any data after the session.

### If you bring your own PC

- 1) The Secretariat will prepare a Mini D-sub 15 pin PC cable connector. If your PC is not compatible with this cable connector, please bring an adaptor to connect your PC to the Mini D-sub 15 pin PC cable connector.
- 2) Please bring your AC adapter with you.
- 3) Please also bring your presentation data on a media (USB flash memory) as a backup file.



Mini D-sub 15 pin