

Information for Moderators

Please be seated in the Moderator’s seats located at the front right of your session room at least 10 minutes prior to your session starts.

The time indicator is set on the moderator’s desk to indicate each speaker’s allotted time. Please manage the session time not to delay the schedule.

Information for Speakers/Presenters

<Oral Presenters>

Please come to the PC Center at least 60 minutes prior to your presentation to check in your data. Those speakers who give their presentations at the sessions that start before 9:30 are requested to complete the data check in at the PC Center by the day before.

<PC Center>

Opening Hours:

Date	Time	Place
[Day 1] September 17 (Sun.)	8:30-18:00	2F Lounge
[Day 2] September 18 (Mon.)	8:30-16:00	
[Day 3] September 19 (Tue.)	8:30-15:30	

<Presentation Guidelines>

To check in your data at the PC Center, please be noted that:

- 1) Remote presentation system is equipped in the each session room.
 You have a TFT monitor and clicker on the podium to operate your presentation.
- 2) Audio playback is not possible.
- 3) Please make sure to be seated in the designated front seats 10 minutes prior to the start of the session.

<If you use the Secretariat’s PC>

- 1) Only USB flash memories and CD-R are accepted.
- 2) Windows (Windows 10) is the only operating system available for the presentations.
 If you have prepared the presentation data on a Macintosh, you are advised to bring your own computer.
- 3) Only Windows Media Player can be used to playback movie files.
 (No audio file to be operated.)
- 4) Your media should contain only the presentation data for the Conference.
- 5) Your presentation data file should be named as below.
 <Session Number>-<Name>.ppt.
- 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 to be checked beforehand.
- 7) The Secretariat is responsible for destroying all copies of any data after the session.

<If you bring your own PC or Mac>

- 1) Please check in and notify at the PC Center your plan to use your own PC/Mac for presentation at least 60 minutes prior to your presentation (or day before if your session is scheduled to start before 9:30).
- 2) The Secretariat will prepare a Mini D-sub 15 pin PC cable connector. If your machine is not compatible with this cable connector, please bring an adaptor to connect your machine to the Mini D-sub 15 pin PC cable connector.

3) Please bring your AC adapter with you.



4) The resolution of the LCD projector is XGA (1024 x 768). If your machine requires a resolution setting change, please change this setting beforehand.

5) Please also bring your presentation data on USB flash memory as a backup file.

6) After checking connections at the PC Center, please bring your PC/Mac to the Operation Desk in the session room 30 minutes prior to the start time of your session.

7) Following the conclusion of your session, we will return your machine at the Operation Desk. Please come to the Operation Desk promptly to collect it.

<Oral Session>

Each presenter has 8 minutes for your presentation and 3 minutes for Q & A.

Information for Poster Presenters

<Preparing your posters>

1) Poster Panel:

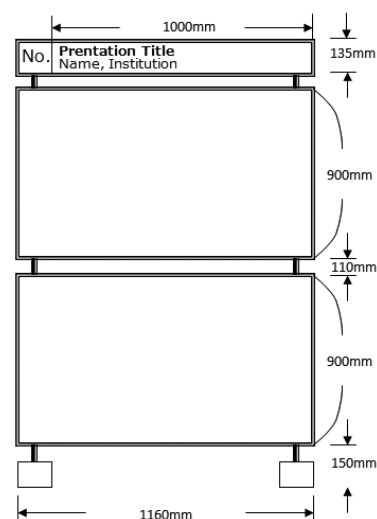
The secretariat will prepare a panel with your poster number.
Tapes will be provided along with the board.

2) Poster size:

Please see right image for the size of poster panel.

Please prepare your posters to fit in this size.

Each presenters is responsible for preparing their posters with the title, name(s) of author(s) and institution(s).



<Poster Discussion: Free Discussion Style>

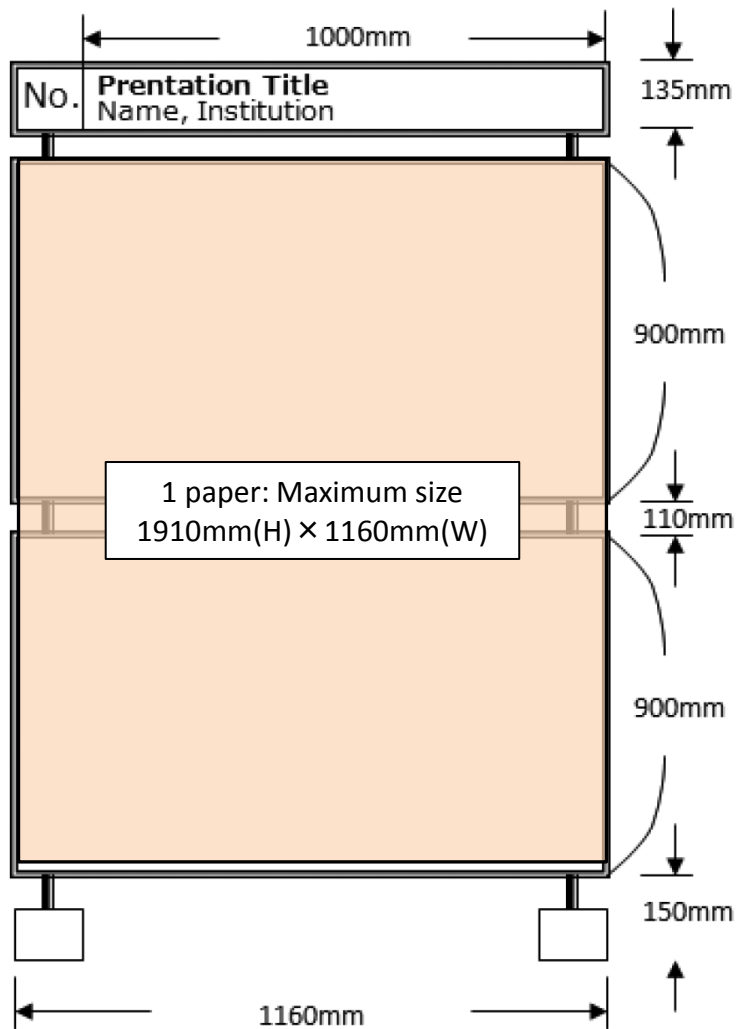
1) Guidelines:

Discussions should be held in front of your posters. Participants will be free to view the posters and to discuss with presenters during the designated time. During the specified times, please be in front of your poster to answer any questions from the participants.

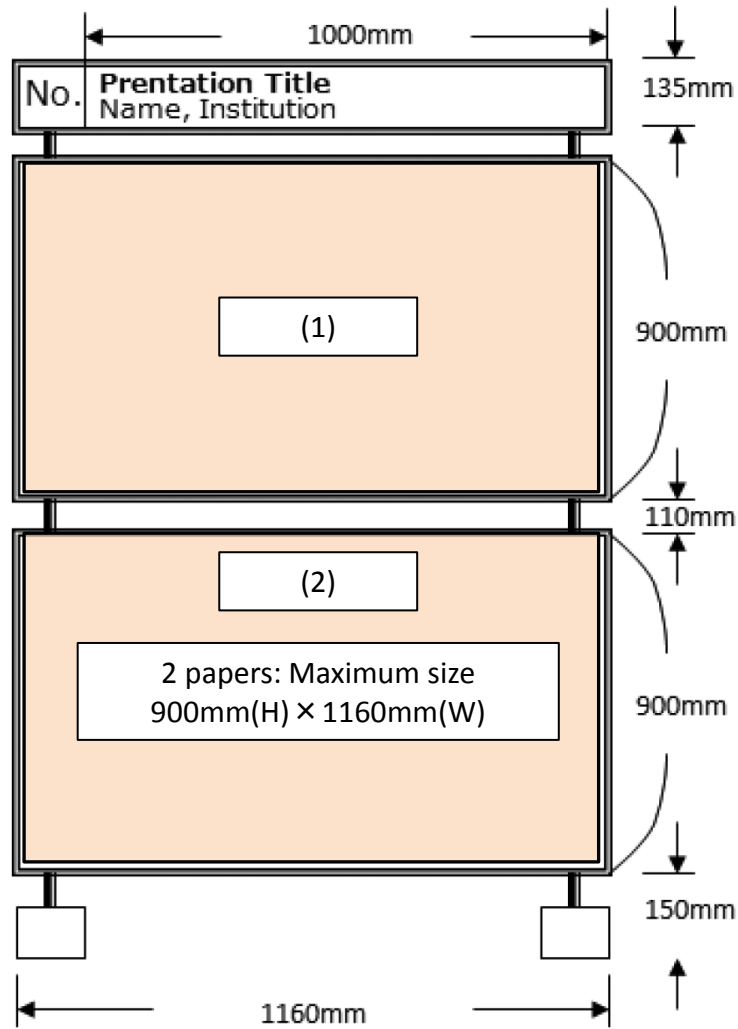
2) Presentation, Set-up, Removal Schedule:

Poster Number	Date	Set-up	Presentation	Removal	Place
P1-xxx (odd number)	[Day 1] September 17 (Sun.)	8:00-8:45	12:20-12:50	17:00-18:00	4F Poster Exhibition
P1-xxx (even number)			12:50-13:20		
P2-xxx (odd number)	[Day 2] September 18 (Mon.)	8:00-8:45	12:20-12:50	15:30-16:30	
P2-xxx (even number)			12:50-13:20		
P3-xxx (odd number)	[Day 3] September 19 (Tue.)	8:00-8:45	12:25-12:55	15:30-16:30	
P3-xxx (even number)			12:55-13:25		

Example 1



Example 2



Each presenters is responsible for preparing their posters with the title, name(s) of author(s) and institution(s).
*Poster exhibition is acceptable as long as your poster size fits in the poster panel.