

Information for Presenters

Oral Presenters

Information for Presenters

Please come to the PC Center at least 30 minutes prior to your presentation to check your data. PC Center is located at the Entrance hall on the 1st floor.

1. Opening Hours

Friday, Aug. 18	8:00-17:00
Saturday, Aug. 19	7:45-16:00

2. Presentation Guidelines

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

- 1) Please prepare your data in Microsoft PowerPoint (Windows PowerPoint 2007/2010/2013/2016)
- 2) Remote presentation system is equipped in each 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) 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. MOs, floppy disks, and CD-RWs cannot be accepted.
- 2) Windows (Windows 7) 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.
- 4) Your media should contain only the presentation data for the Meeting.
- 5) Your presentation data file should be named as
<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 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 30 minutes prior to your presentation.
- 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 pin PC cable connector.
- 3) Please bring your AC adaptor 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 a media (either on USB flash memory or CD-R) 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 15 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.

3. Presentation Time

- 1) **Invited Lecture: Presentation 60 min. (including Q&A)**
- 2) **International Oral Session: Presentation 9 min. / Q&A 4 min. Total: 13 min.**

Poster Presenters

Information for Presenters

Please visit the Poster Desk at least 30 minutes prior to the Poster Session. Poster Desk is located in the Main Hall BC on the 1st floor.

1. Guidelines

- 1) **Poster Session:** Please follow the chairpersons' instruction.
Total time is 6 min. (Presentation 4 min. / Q&A 2 min.)
- 2) **International Session: Free discussion style**
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. Presenters have to stand by their own posters from 13:10 to 14:10 to answer questions from the participants.
* **Please visit the Poster Desk and put up your poster by 10:00.**
* **The Poster Desk is located in the Mail Hall BC.**
* **Stand by in front of your poster panel 10 minutes prior to your presentation.**

2. Poster Schedule

Poster presenters are asked to place their posters at the designated space in Main Hall BC on the 1st floor and to follow the schedule below.

	Poster Session	International Poster Session (Aug. 18)	Student Session (Aug. 19) *Japanese ONLY
Poster Mounting	Friday, Aug. 18 8:00-10:00		
Poster Viewing	Aug. 18 10:00-17:00	10:00-17:00	10:00-15:30
	Aug. 19 10:00-15:30		
Poster Presentation	Aug. 18 13:10-14:10 14:20-15:20 Aug. 19 10:00-11:00 14:00-15:00	"Meet the Poster Authors" 13:10-14:10	14:00-15:30
Poster Removal	Saturday, Aug. 19 15:30-16:30		

- * Any materials left behind after the removal time shall be removed by the Secretariat.
- * Please put on a ribbon during your presentation time. The ribbon is attached to a poster panel.

3. Preparing Your Posters

1) Poster size

- The size of the poster panel is W900 mm x H2100 mm (W35 inch x H82 inch).

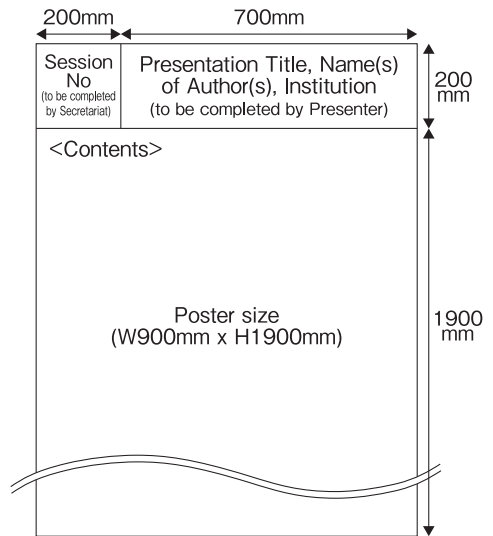
Please prepare your posters to fit in this size.

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

- Secretariat will prepare the poster panel and pins. Please do not use any tape, etc. that is not provided by the Secretariat.

2) Secretariat will prepare a panel with your poster number.

3) Please prepare this slip with title, name(s) of author(s), and institution.



4. Awards for excellent presentations

- International Session

The winners of Award for Academic Excellence will be announced at the banquet held at 18:30 in Aug. 18. We strongly encourage presenters of International Session to attend the banquet.

5. Awards for excellent presentations *Japanese Only

- Student Session

After the poster session, the awardees will be announced.