

## 10. Instructions for Oral Presenters

Please submit your presentation data 60. mins prior to your session, and be seated on the “Next Speaker's seat” 15 mins before your presentation starts.

### Presentation Time

Oral and YIA: 7 min. presentation + 3 min. Q&A

### PC presentation manual

Please visit the PC Center to submit your presentation data.

Only Windows PCs are available in presentations.

If you use a Macintosh, you must bring your own computer with you.

To avoid computer viruses, please scan all your presentation files beforehand with updated anti-virus software.

Those who bring their own PC for presentation are also required to check the data at the PC center.

\*On the podium, there are monitor and mouse for you to operate your presentation.

### PC Center

Place: 2F Lobby, Fukuoka International Congress Center

Open hours:

Sat. Nov. 10 8 : 00 ~ 17 : 00

Sun. Nov. 11 8 : 00 ~ 17 : 00

Mon.Nov. 12 8 : 00 ~ 16 : 00

### Media:

Bring your presentation data on a Windows-readable USB flash memory or CD-R to PC Center.

Please submit media or your own laptop on which your presentation data is saved, and preview on a PC to check if your slides run properly.

If you are going to use your own PC for the presentation, bring your PC to the PC Center as well for checking purpose.

※ Please be assured that the secretariat of the Congress will completely delete the submitted data after the session.

**Presentation Data:**

Upon preparing your presentation data, please keep in mind the following:

- Create or edit your presentation data using Windows OS/PowerPoint.
- Session room PCs at the meeting venue run Windows & PowerPoint 2007/2010/2013/2016 only.
- Please use the following fonts to avoid character corruption: Century, Century Gothic
- Make sure CD-R is finalized (i.e. closing the ongoing session) when copying your presentation file to CD-R.
- Be careful and do not forget to finalize your CD-R, otherwise the presentation file on the CD-R would not open on other PCs than you used to create the file, making it impossible to use the file in presentation.
- Only Windows formats are acceptable for CD-R and USB flash memory. Be advised that Macintosh formats are not supported on the PCs provided on site.
- Save only a single final version of your presentation file on CD-R or USB and make sure there is no other files or data on the media.

**For Presenters Bringing Your Own Laptop**

- We suggest that you bring your own laptop if you use video in presentation. Those who wish to use Macintosh are requested to bring their own machines.
- Make sure to prepare and bring backup of presentation data on CD-R or USB flash memory, even if you are using your own machine for your presentation.
- This is applicable especially to Macbook Air users. AC Adapters for your own PCs should be prepared by yourselves.
- Only Mini D-sub 15 pin is available for cable connection on site. Make sure your own machine supports this type of connection, or prepare a right connector to hook up your laptop.
- Macintosh users are requested to bring connectors which came with their own machines.

**Equipment for Presentation:**

- Only computers can be used for presentation. OHP nor video cannot be used.
- A monitor and a mouse are provided on the podium. Speakers are requested to operate by themselves. To avoid technical issues in session rooms, bring and use your own PC if your PowerPoint presentation has any attached files or links to external data (i.e. pictures, videos, and/or graphs).

## 11. Instructions for Poster presenters

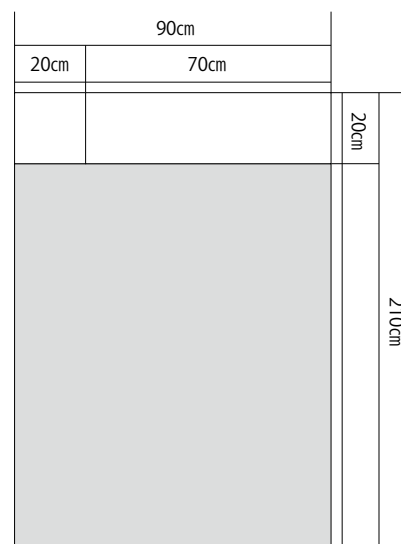
- The secretariat prepares poster board, pins, and poster numbers.
- There is designated mounting time, and you are asked to complete poster mounting by allotted time below.
- Posters must be brought to the congress and not mailed as the secretariat cannot be responsible for loss or mishandling.
- Audio-visual equipment can not be used.
- Any posters remaining on the boards after the removal time will be discarded by the secretariat.

### Presentation Time

3 min. presentation + 2 min. Q&A

### Poster presentation schedule

Poster Mounting & Viewing	9 : 00 ~ 17 : 50, Sat. Nov. 10
	8 : 00 ~ 13 : 40, Sun. Nov. 11
	14 : 40 ~ 18 : 00, Sun. Nov. 11
Poster Discussion	13 : 40 ~ 14 : 40, Sun. Nov. 11
Poster Viewing & Removal	8 : 30 ~ 12 : 00, Mon. Nov. 12
	12 : 00 ~ 14 : 00, Sun. Nov. 12



### Poster size

- Poster board size: H210cm × W90cm
- Presenters should prepare a title section (H20cm × W70cm) including a subject, name(s), presenter(s) and affiliation(s).
- Poster numbers (H20cm × W20cm) will be prepared by the secretariat.

## 12. Instructions for Oral Chairpersons

All chairpersons are requested to be seated at the “Next chairpersons’ seat” (the front row on the right side) of the session room no later than 10 minutes prior to the beginning of your moderating session. All moderators / chairpersons are asked to ensure that all sessions start on time and finish punctually as scheduled. There is no call to start the session for moderators / chairpersons. Please make sure that you start and finish your session on time. Please remind the overtalkative presenters of their allocated time. The time-keeping equipment is prepared on the moderators / chairpersons’s desk and podium.

## 13. Instructions for Poster Chairpersons

There is no need for chairpersons to come to the Poster Chair Check-in Desk. You are requested to come to the session area no later than 5 minutes prior to the beginning of your moderating session. All chairpersons are asked to ensure that your session start and finish punctually as scheduled. There is no call to start the session.