Instructions for Workshop Presenters

Each oral presentation is 12 min long (9 min for presentation and 3 min for discussion).

For presentation, bring your own PC or submit your presentation data (CD-ROM or USB memory stick) at PC Registration Desk. Macintosh users should bring their own PC, as we do not accept CD-ROM or USB for Macintosh. Please check your PC or presentation data at PC Registration Desk by 30 min prior to your session.

Please submit your presentation data in advance, and sit on the next speaker’s seat at 15 min before your presentation starts.

PC Registration Desk: 1F Entrance hall
PC data submission time

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>October 23 (Sun)</td>
<td>8:00 – 16:30</td>
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<tr>
<td>October 24 (Mon)</td>
<td>8:00 – 17:30</td>
</tr>
<tr>
<td>October 25 (Tue)</td>
<td>8:00 – 16:00</td>
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Presentation

Using your own PC

* The application used for the presentation is PowerPoint (2003 or later versions) only.
* If your presentation contains a movie file, you should use your own PC for presentation.
* Please bring your presentation data on media (either on CD-ROM or USB memory stick) for back up, even if you use your own PC for presentation. All links should also be restored in the same back up file.
* Appliances in Japan run on 100V A.C. and plug in to a 2-flat pin, Type A socket. Since it is difficult to find sockets compatible with 3-pin plugs or supplying 120V, 200V, and 220V electricity, we recommend that you bring an adaptor with you.
* The secretariat prepares PC cable connector of MiniD-sub 15 pin. If your PC is not compatible with this cable connector, please bring an adaptor to connect your PC and the Mini D-sub 15 pin cable.
* Please make sure to turn off the Screen Saver and Power Saving function before you bring your PC to the PC registration.

Using Secretariat's PC

* The secretariat only prepares Windows PC (OS: Windows 7, PowerPoint 2003 or later versions).
* Those who prepare the presentation data on Macintosh are advised to bring their own PC for presentation.
* Please bring your presentation data on CD-ROM, or USB Memory Stick. No floppy disk or MO is acceptable.
* Presentation data accepted at the PC Registration desk is copied to the secretariat's PC and made ready for presentation by transmitting it via LAN system. All the copied data are deleted on the secretariat's responsibility after the meeting.
* All the presentation data must be backed up in media and brought to the session room in case of any malfunction or damage of the submitted data.
* Please check the files with anti-virus software before your submission to the desk.
Instructions for Poster Presenters

1. Poster Setup
Poster presenters are asked to set up their posters at the Poster session room (Room 8: 1st Floor Main Hall 2/3A). The secretariat prepares poster board, pins and presenter's ribbons. The poster should be posted during the assigned date.

2. Poster session will take place.
* All presenters should describe their work briefly (within 1 min) for the audience under the direction of chairs.
* Presenters are asked to stand in front of their posters until 18:00 to answer questions.
* Presenters should wear the presenter's ribbon for identification.
* Posters left after the removal time will be removed and disposed by the secretariat.

October 23rd (SUN)
Poster Setup: 9:00 - 11:00
Poster Session: 17:00 - 18:00
Poster Removal: 19:30 - 20:00

October 24th (MON)
Poster Setup: 9:00 - 11:00
Poster Session: 17:45 - 18:45
Poster Removal: 18:45 - 20:00

3. Poster Specification
Please prepare your poster to fit into the specification below.

![Poster Specification Diagram]