Guidelines for Chairs/Presenters

For Chairs (Oral Sessions)

• Please come to the congress room and be seated at Next Chair's Seat in the front row 15 minutes before the start of your session.

• Please start the session at the appointed time. Punctuality is appreciated.

For Oral Presenters

Presentation Time

- Invited Lectures: as informed in advance
- Oral Presentations: 10-minute presentation + 5-minute discussion

PC Preview/Presentation Date

• The PCs provided will be equipped with the followings:

OS: Windows 10

Application: Windows PowerPoint 2010/2013/2016

• Please bring your own PC if you prepare the presentation data on Macintosh.

• Please check your presentation data at PC Preview Center 30 minutes prior to the start of your session.

[PC Preview Center]

Location: Lobby, B1F, Kobe Portopia Hotel

Opening Hours: 7:30 – 18:00, Friday, November 1, 2019

7:30 – 11:00, Saturday, November 2, 2019

[For Presenters using Removable Media]

• Presentation data must be in Windows PowerPoint and can only be accepted on CD-R, DVD-R or USB flash memory (CD-RW or DVD-RW cannot be accepted).

• OS-standard fonts are recommended such as;

Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia, Times New Roman

• To avoid the possible spread of computer viruses, please always scan your presentation files beforehand with updated anti-virus software.

• Please note that PowerPoint's Presenter View function is not allowed.

• Any copies of your presentation data which the Secretariat has received will be deleted after the meeting.

※ Please bring your own PC if you prepare the presentation data on Macintosh.

[For Presenters using Your Own PC]

• D-sub15-pin or HDMI connector is needed to connect to the projector. If your PC doesn't provide D-sub15-pin or HDMI, please bring your own adapter for your PC as well as power cables.
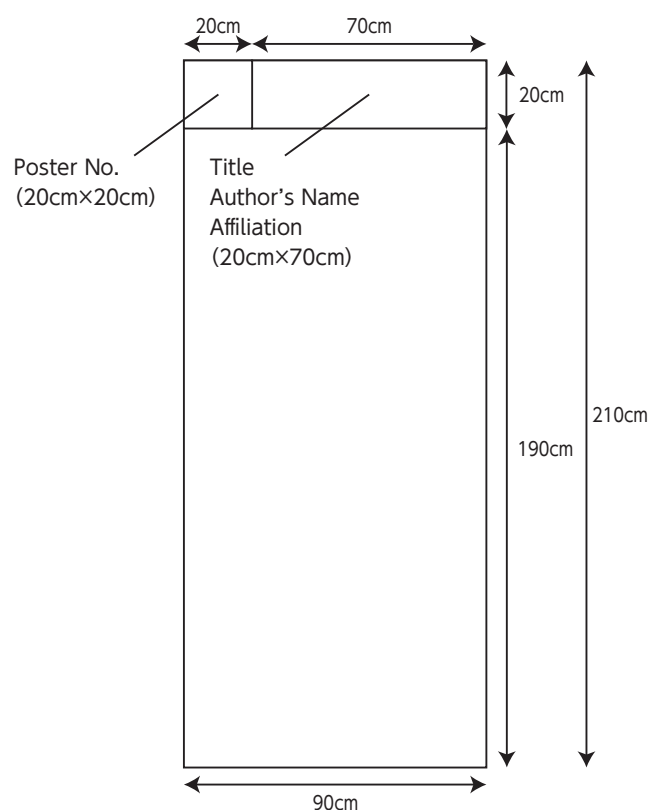
   *Any other connectors such as Mini DisplayPort cannot be accepted.

• Please disable screensaver, power-saving feature, password or hot corner on your PC.

• Please note that PowerPoint's Presenter View function is not allowed.

For Poster Presenters

Poster Size

• Poster mounting area is H 190cm × W 90cm.

• Please prepare a slip with title, name(s) of author(s), and affiliation(s) with the size of H 20cm × W 70cm.

• Poster number (20cm × 20cm) will be prepared by the secretariat.

• Pins will be provided along with a panel.

Schedule

Set Up:

   10:30 – 11:00, Friday, November 1

Poster Tour:

   1. 15:35-16:35, Friday, November 1

   2. 9:15-10:00, Saturday, November 2

Removal:

   12:00 – 12:45, Saturday, November 2

   ※ Poster Exhibit Area is in AESC2019 Congress Room.

   ※ There is no moderated poser session.