

Guidelines for Oral Presentations

For Moderators

- Please take the moderator's standby seat at least 10 minutes before the beginning of your session.
- Moderators are asked to remain within the time allotted for the session and each presentation.
- During the Q&A period, please ask people with questions and/or comments to stand in line by the microphone in advance.

For Oral Presenters

- Please visit the PC Preview Center no later than 30 minutes prior to your presentation in order to preview and submit your presentation in time.
- Please take the presenter's standby seat at least 10 minutes before the beginning of your session.
- Oral Presentations can only be made with Windows PCs(single screen only).
- If your presentation file is made using Macintosh, please bring your own PC.
- At 1 minute before the end of your presentation, a yellow warning light will appear, and at the end of the presentation time the light will turn red.
- A monitor , a mouse and keypad are available on podium table for your use.
- Powerpoint Presenter View cannot be used.
- The projection screen for your session has XGA resolution(1024×768 pixels).

PC Preview Center:

- Please register your presentation data at the PC Preview Center.

PC Preview Center Hours:

October 28(Sat.)	7:00 — 17:30	4F Foyer, Castle Plaza Hotel
October 29(Sun.)	7:00 — 16:00	

- The projection screen for your session has XGA resolution (1024×768 pixels).
- Speakers are requested to bring USB flash memory drive containing presentation materials or their own laptop computers. If your presentation material includes video clips, please bring your own laptop computer.
- Speakers are also requested to bring a backup copy of their presentation data in case of unexpected accidents.

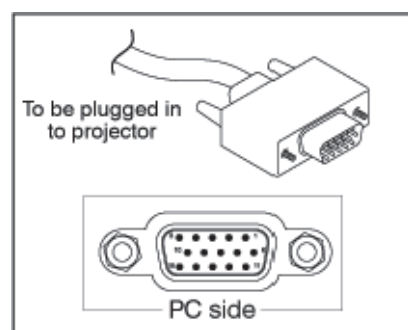
USB Flash Memory

- The meeting secretariat will provide computers with Windows 7 and Microsoft Power Point 2003/2007/2013.

- The data format in the USB flash memory is required to be compatible with these operating systems.
- The presentation data is checked and copied to the computers in each venue by the technical staffs.
- The meeting secretariat will be responsible for destroying all presentation data at the end of the meeting.
- Speakers are requested to scan their presentation data with the most updated virus scan software prior to saving their data.
- The file name should indicate the program number and the presenter's name.
(ex. 1-A-1_YokoKato.ppt)

Laptop Computer

- Western Japan, including Nagoya, is on 100 V, 60 Hz. The plug type in Japan is type A with two flat blades without a ground pin.
- Speakers' laptops must be equipped with a D-Sub 15-pin output, standard monitor terminal.
- Some thin, light-weighted laptop computers (SONY VAIO Note, Apple MacBook) do not have built-in ports.
- Speakers are requested to bring their own adapter for connection between PC and projector, an electric transformer when these are necessary.
- All energy-conserving functions such as screen-savers, sleep/power saving modes should be disabled on laptops to be used in the presentation.



[mini D-sub 15 pin] connector shape

Instructions for Poster Presentations

Venues:

4F AZUSA, Castle Plaza Hotel

Poster Viewing Time:

16:40 - 16:55, October 28(Sat.)

11:30 - 11:45, October 29(Sun.)

Arrangements of Posters:

The size of panel is 210 cm by 90 cm. The program number will be preliminarily provided on the board. Please refer to the sample below. The presenter must prepare the title for the panel.

