Information for Chairs and Speakers

Guidelines for Chairs

1. Chair should take a seat in the front row of the room specially reserved for the next session's chair, at least 20 minutes prior to the session that he/she is scheduled to chair. We request for your cooperation to ensure that your session proceeds according to the prescribed time limit/schedule.

Guidelines for Oral Speakers

1. All presentation must be made in the form of PC presentation in English.
2. Please be punctual and carefully follow the allotted time limits.
3. Next Speaker's seat;
   When the presenter ahead of you takes the stage, please be seated in the Next Speaker seat.
4. Notes on preparing your presentation data
   ・The resolution of the screen will be 1920 × 1080.
   ・Use only the standard fonts provided with Microsoft PowerPoint for Windows.
   ・Virus scanning in advance is desirable.
   ・Prepare your presentation on USB memory or on CD-R. Do not use CD-RW.
   ・Save your slides as a Microsoft Windows 7 or later for Windows file.
   ・Be sure that your file is compatible with Windows operation system.
5. Notes for speakers with their own PCs
   ・Remember to bring your own power adaptor and cables.
   ・Your computer must be equipped with a Dsub-15 pin video output. (Thin PCs may not have standard output terminals.)
   ・Please prepare your slides with Microsoft PowerPoint.
   ・The PCs prepared by the conference will handle Windows and Macintosh versions of Microsoft PowerPoint only.
   ・Please avoid using KeyNote.
   ・In case of that you cannot connect to the projector provided by the conference, please bring a backup CD-R or USB memory containing the presentation file in a Windows or Macintosh version of Microsoft PowerPoint.
   ・Presenters are responsible for determining in advance whether their notebook PC is capable of outputting video to an external display. This is especially important if your presentation contains a large amount of data and audiovisual content.
   ・All energy-conserving functions such as screen-savers, sleep/power-saving modes should be disabled on PCs to be used in the presentation.
   ・Your password should also be inactivated.
6. Use of movie and sound system
   ・The version for Windows Media Player will be 12, and movie files must be included in the SAME FOLDER as the presentation files.

7. Presentation file reception and presentation format
   ・Speakers should preview their presentation and complete a run-through of the connection and operation at the PC Preview Desk, at least 1 hour before the start of the presentation.
   ・Conference staffs will be on hand at the PC Preview Desk to assist speakers.
   ・The speaker's podium is equipped with a PC. Speakers are asked to operate during the presentation by themselves.
   ・After the conference, all presentation data installed on the conference supplied PC's will be deleted.
8. PC Preview Desk
   Location: Lobby, on the B2 Floor
   Open Hours: October 24th (Wed.) 13:00-18:00
                    October 25th (Thu.)   8:30-18:30
                    October 26th (Fri.)   8:30-12:30
                    October 27th (Sat.)   8:30-17:00
                    October 28th (Sun.)   8:30-12:30

Guidelines for Poster Presenters

1. Poster Materials should be prepared in English.
2. Poster presenters are expected to stand by your own poster panel at the scheduled Discussion Time.
3. There will be no presentations initiated by session chair.
4. All poster boards will be assigned with a number which corresponds to Presentation number.
5. Authors are required to mount their posters on the designated board and remove them during the removal time.
6. Any poster left after the scheduled removal time will be disposed of by the Secretariat.

Poster set up and removal schedule

Mounting	October 25th (Thu.) 8:30-12:00

Discussion	Poster presentation number
	    Odd number: October 25th (Thu.) 14:00-15:00
	    Even number: October 27th (Sat.) 14:00-15:00

Removal	October 28th (Sun.) 8:30-14:00

Poster size

The poster board size is 90cm wide by 200cm high.