For Speakers Delivering Oral Presentations

Place: Room 2
Date & Time: April 21, 8:30-12:00

1. Slide presentations must be prepared and performed with PC. Please follow the instruction in "4. Preparation for PC Presentations".

2. You shall come to the PC data Preview Center at the Exhibition Hall at least an hour before the session is scheduled to begin or the day before the presentation.

3. For speakers of Free Papers, you will have about 12 minutes for your presentation including discussion. Speakers of Symposium will have about 10 minutes for their presentation followed by 5 minutes of discussion.

4. Preparation for PC Presentations
   You can use either your own PC or the PC provided in the presentation room. Please note only Microsoft PowerPoint 2003 / 2007 / 2010 Windows files can be played on the PC provided. If you wish to use other files such as Microsoft PowerPoint (Mac) and Keynote (Mac), you need to use your own PC. Please refer to "6. Instructions for Using Your Own PC" for information about the PC requirements. You may use the PC provided in the presentation room in case your own PC is not available or do not satisfy the PC requirements. In that case, please bring your presentation files on a USB Flash Memory or CD-R. Media other than USB Flash Memory and CD-R cannot be played on the PC provided.

5. Speakers are required to come to the Standby Seat 15 minutes before their sessions are scheduled to begin. Speakers are required to operate the PC by themselves using TFT monitor, keyboard and mouse during their sessions.

6. Instructions for Using Your Own PC
   1) Voltage: 100 VAC / 60 Hz
      ※Please bring your own power adapter for the electrical outlet.
   
   2) Image resolution: XGA (1024×768)
      ※Larger ones will not fit into the entire screen.
   
   3) PC compatibility: WindowsXP or later, or Mac OSX or later, with D-sub 15-pin video output terminal
      ※If your computer’s video output is not D-sub 15-pin, please bring your own adapter to connect to D-sub 15-pin. Please bring your backup USB Flash Memory or CD-R containing Microsoft PowerPoint files. The Congress shall not assume any responsibility for troubles due to malfunction and/or disconnection.
4) Run-through: Please come to the PC Data Preview Center for mandatory run-through to check connection and operation of equipments and preview your presentation files. Presenters are responsible for determining in advance whether their PCs are capable of outputting to an external display. This is especially important if the files contain a large amount of data and audiovisual contents.

5) At the Venue: At least 30 minutes before the session is scheduled to begin, presenters must bring their laptop computers to the PC Desk near the standby seat. Operators on standby at the PC Desk will make the necessary connections to your laptop computer but will not operate it. Presenters are required to operate their own PCs using TFT monitor, keyboard and mouse during the presentations.

6) Note: All energy-conserving functions (ex. screen-savers, sleep/power-saving modes etc.,) must be disabled beforehand.
For Presenters of Poster Presentations

Place: Room 8 (Exhibition Hall)
Date & Time: April 21, 14:10-15:30

1. Presentation Style: Please stay in front of your poster during your allotted time.

2. The size of the poster is 87cm wide by 182cm high. Poster title / name of presenter / affiliation (69cm wide by 18cm high) shall be provided by the Presenters. Magnets for displaying the Poster will be provided by the Secretariat.

3. The times for putting up and taking down posters are shown in the following table. Please make sure to remove your posters during the removal period otherwise unremoved posters will be disposed of by the Congress Secretariat.

Schedule for putting up and taking down posters

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Putting up</td>
<td>April 21</td>
<td>8:30-9:30</td>
</tr>
<tr>
<td>Poster Presentation</td>
<td>April 21</td>
<td>14:10-15:30</td>
</tr>
<tr>
<td>Taking down</td>
<td>April 21</td>
<td>16:30-17:30</td>
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</tbody>
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