

# Instruction for presentations

大会発表についてのご注意

## Oral presentations

We generally recommend that speakers use their own PCs for their presentations. Please come to your session room at least **30 min** prior to the beginning. For Macintosh computers and certain kinds of Windows computers, please provide your own adapter for connecting your computer to the projector. If you do not have your own PC, we will make PCs available in the conference rooms. We can accept data from flash memory or CD-ROM, but are unable to guarantee device compatibility. Slide projectors or overhead projectors will not be available.

Oral presentation: **12 min.** presentation and **3 min.** discussion.

Satellite Workshops: **10 min.** presentation including discussion.

## Attention:Personal computer information =Information for Presenters=

The operating system of the computer at the meeting venue is Window 7 / Mac OS X 10.6.

For those bringing presentation file data in Windows format:

- Please copy your data onto a USB flash drive or CD-ROM (Windows format).
- The system can support Windows PowerPoint 2003, 2007, and 2010.
- If your presentation includes movies, please confirm beforehand that they can run properly on another computer. We recommend that you bring your own computer to the venue as a backup.
- Please use standard Windows fonts installed in the program. To avoid slide layout changes from occurring, we recommend using the following fonts: MS Gothic, MS Mincho, Times New Roman, or Century.

For those bringing their presentation file data in Macintosh format:

- Please copy your data onto a USB flash drive or CD-ROM (Macintosh format).
- The system can support Macintosh PowerPoint 2004, 2008, and 2011; and Keynote 3, 4, and 5.
- Please use standard fonts installed in the program.
- If your presentation includes movies, please confirm beforehand that they can run properly on another computer. We recommend that you bring your own computer to the venue as a backup.

For those bringing their own computers (either Windows or Macintosh),

- You can use Windows (Windows XP or later) or Macintosh (MacOSX or later) OS systems.
- You can use PowerPoint (Windows, Mac) or Keynote (Mac).
- Please make sure to bring any necessary electrical adaptors and connectors for your computer.
- The meeting venue will provide a MiniD-sub15 pin connecting cable. If you require an adapter for this cable, please bring your own.
- Please also bring a backup of your data on a USB flash drive or CD-ROM in case your computer is incompatible with the projector or there are technical difficulties.

## Poster Presentations

Poster board size: 870 mm (width) × 2000 mm (height), which fits A0 (エーベル) poster size (841×1189).

- ✧ Please leave a 20 × 20 cm blank space at the top left corner for the organizing committee to indicate your poster number.
- ✧ During your assigned poster presentation time, please remain in the vicinity of your poster for explanation.
- ✧ Best Poster Awards will be given for the top 3. Awards will be selected by the selection committee (Chair of the committee: Hideko Urushihara), and will be announced at the Reception on Friday May 20.

### Poster 1 (P-1001～P-1188):

mounting: 9:00 - 10:00 on 19 May.

Discussion time: 16:30 - 17:30 for even No. posters.

17:30 - 18:30 for odd No. posters.

removal: 18:30 - 19:00 on 19 May.

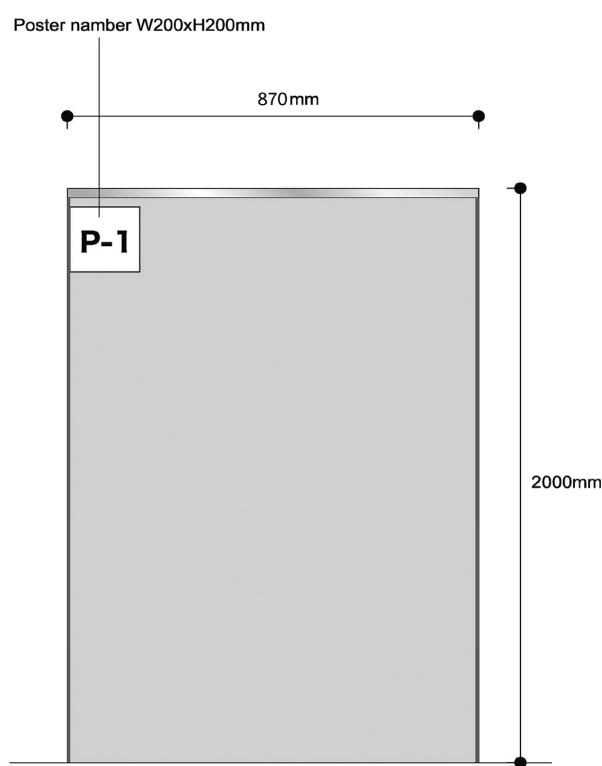
### Poster 2 (P-2001～P-2187):

mounting: 9:00 - 10:00 on 20 May.

Discussion time: 16:30 - 17:30 for even No. posters.

17:30 - 18:30 for odd No. posters.

removal: 18:30 - 19:00 on 20 May.



## Chairpersons

All chairpersons are requested to come to their assigned session rooms at least **30 min** prior to the start of the session they will be chairing.