Instructions for Presenters

Oral Presentations

1. Presentation Time

<table>
<thead>
<tr>
<th></th>
<th>Presentation</th>
<th>Q &amp; A</th>
<th>Reserve time for moving, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invited/Contributed</td>
<td>15 minutes</td>
<td>3 minutes</td>
<td>2 minutes</td>
</tr>
<tr>
<td>Plenary</td>
<td>60 minutes</td>
<td>Included in the presentation time</td>
<td>—</td>
</tr>
<tr>
<td>Keynote</td>
<td>60 minutes</td>
<td>Included in the presentation time</td>
<td>—</td>
</tr>
</tbody>
</table>

The Session Chairs will enforce the time limits, if necessary.

2. Presentation

(1) Procedures for Presentation

1) Please check-in to Preview Room (Room 1102) first, and confirm whether your presentation materials work appropriately. Especially this procedure is important if moving images and/or audios are involved into your presentation. Next, upload the materials into presentation system of the congress venue. The operators in the Preview Room help these procedures. *(You CAN NOT upload the data at the presentation rooms.)*

2) Please finish the preview half day prior to your scheduled presentation time. If your session is scheduled in the morning, come to the Preview Room the day before. If you prefer to bring only your presentation data, prepare the data by saving onto USB memory stick or CD-R (or DVD-R).

Preview Room opens:  
- September 4: 12:00 – 19:00
- September 5: 8:00 – 18:00
- September 6: 8:00 – 18:00
- September 7: 8:00 – 13:00

3) Presenters operate a PC connected to a LCD projector with the resolution of 1024 by 768 (with one screen). A monitor, a keyboard and a USB mouse are located on the podium. A laser pointer is also provided. Language for presentation is English only.

4) Presentation must be made in PowerPoint or Adobe Acrobat readable in Microsoft Windows in the PC provided. Use standard fonts in the operating system in order to avoid garbled text, unfit layout, etc.

5) Inform the operator in your presentation room in advance, if your presentation contains moving images (excluding PowerPoint animation) and/or audio. The moving images must be played in Windows Media Player. Link the images to the PPT data, and ensure to save the images together with PPT data in the same folder.
6) Ensure to come to the designated presentation room at least 20 minutes prior to your session. Make sure the Session Chairs of your session is aware of your presence.

7) Please note that your presentation may be cancelled if you do not show up 20 minutes before your presentation. Presentation rooms are shown in the Abstract Booklet.

8) Presentation data loaded on the computers provided will be completely deleted by the Secretariat after your presentation.

(2) Presenters who bring data only

1) The OS installed in the computers provided for the sessions is Windows 7, and the applications are PowerPoint 2003, 2007, 2010 and Acrobat Reader 10.1 for Microsoft Windows.

2) Save your presentation data and name them in the following order:
   “Presentation room_Presentation day_Presenter's Last name” (e.g.: TS-1_Mon_White)

3) Run a virus scan and make sure your data is safe and clean.

(3) Presenters who use own PC (This is an exceptional case, NOT RECOMMENDED)

If you want to do oral presentation by your own PC, waste of time particularly due to disconnection between the PC to LCD etc. is included in your presentation time.

Poster Presentations

1) Poster sessions during the congress are held in the area around Conference Hall on the 12th floor of the Congress venue, and are from 12:00 to 17:00 on both September 5 and 6.

2) Poster setup:  9:00 – 12:00 September 5  or  9:00 – 12:00 September 6

3) Poster presenters are provided a board with dimensions of 0.9 m (W) by 1.8 m (H). The Secretariat uses upper left part of the board in a 0.2 m (W) by 0.2 m (H) area to show poster numbers. The poster numbers are prepared by the Secretariat and are presented in the Abstract Booklet published for the congress. Therefore, the authors can use remaining area for your poster presentation, and may use the area on the upper right part of the poster board for the paper title, name of author(s), and affiliation(s).

4) Posters are affixed to the board by use of drawing pushpins provided by the Secretariat. A single poster has to provide the entirety of a Poster Presentation; neither desks nor any other equipment will be provided. All text material shall be written in the English language.

5) Authors must be at your poster for the following days and time-periods for Q & A:
   12:00 – 13:00 and 14:40 – 15:40 on September 5 and 6

6) Authors should remove the posters during the suggested poster removal period.
   Poster Session on September 5: 17:00 – 18:00 on the Day
   Poster Session on September 6: 17:00 – 18:00 on the Day

The Secretariat disposes all posters left at 9:00 – 12:00 September 7.