Guide for Chairs and Speakers

Plenary Session, Symposia and Oral Sessions

Chairs

Please come to session room and take a next chair's seat, which is installed in the front of each room at least 10 minutes before your session begins.

Each presentation time has been designed. The progresson and method of discussion or Q&A shall be left to the discretion of each chairs, but please strictly observe the time schedule.

Speakers

All speakers of oral presentation are required to submit their presentation slide data to PC Preview Desk which is located at the lobby of 2F Hall C block at least 30 minutes before your session begins.

Also please be seated on the next-speaker's seat at the front of session room at least 10 minutes before your session begins.

As far as the progression of each presentation is concerned, you are requested to comply with the instructions of the chairpersons. We ask you to please strictly observe the presentation time.

PC Preview Center Open Hours

Hall C2 Lobby (2F C block)	
March 23	8:00-16:30
March 24	8:30-17:00
March 25	8:30-15:00

* Please bring your presentation data to PC Preview Center in the venue at least 30 minutes prior to start of your session.

■ About PC Presentation

Windows

At the PC Preview Desk and session room, there are PCs installed Windows 7 and PowerPoint 2007/2010/2013.

Macintosh or moving images in Windows

Please bring your own laptop PC. Any portable media such as USB or CD-ROM is unacceptable.

Bring the data with USB (CD-ROM)

a) Presentation must be made in PowerPoint readable in Windows.

b) The computers provided for the sessions will be running the above mentioned operating systems with the application software installed.

c) Please use the following standard English fonts for the presentation data:

Arial, Arial Black, Arial Narrow, Century, Century Gothic, Georgia, Times New Roman, etc.

d) The animation or moving images are accepable, but be replayable with Windows Media Player only.

e) The file size of the presentation data should be within 700MB including moving images.

f) The resolution of the PC used for the presentation is XGA (1,024×768).

g) Please check your data with the latest anti-virus software to avoid infection via media.

h) After making a copy of the presentation data, please check the operation of the data with another PC to avoid a copying error.

Bring your own PC

a) Monitor output with D-sub 15 pins is necessary. If you need a conversion connector, please bring the appropriate connector with you.

b) Please make sure to bring an AC adaptor with you. The Japanese standard AC voltage is 100V.

c) Please cancel the screen saver or power saving setting in advance.

3. Presentation data loaded on the computers provided will be completely deleted by the secretariat after the conference.

4. The secretariat is not responsible for any projection troubles caused by computer technical difficulties. We recommend all presenters to bring their back-up data.

How to start your presentation

Please operate a numerical keypad on the rostrum. Staffs at PC preview desk explains how to use equipment.

Poster Presentation

Presentors

1) The size of the poster pin-up board is 120 cm in width by 160 cm in height. Please prepare you poster with the title of your topics, name of presenters and affiliations in the side of 100 cm across by 20 cm high. The abstract numbers shall be prepared by the Secretariat. Also stand in front of your poster at least 10 minutes before the session begins.

2) Please come to the poster registration desk at least one hour prior to start of the session, and pin-up your poster during appointed pin-up and viewing time. You are also required to show up at session room 10 minutes before the start of discussion session.

3) The poster session is free discussion style, therefore please stand in front of your poster and answer the questions and discuss with audiences.

Poster Room

March 24 and 25: Hall B5-2, 5F Hall B block, TIF

Poster Pin-up and Take Down Schedule

	Pin-up	Discussion	Remove
March 24	9:00-10:30	12:40-13:25	15:30-16:30
March 25	9:00-10:30	12:40-13:25	15:30-16:00

  * All participants are free to access and stay in Poster Room during above open hours.

Poster Size