

# To Presenters & Chairpersons

## Request to Chairpersons

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1. Please be seated in the next chairperson's seat 15 min. prior to the beginning of your session.
2. Presentation and discussion times for speakers
  - Invited Lecture, Special / Educational Lecture, Symposium, Workshop at the direction of the chairperson.
  - Oral presentations: 8 min. presentation & 3 min. discussion.
  - Oral presentation of the Excellent Presentation Award: 4 min. presentation & 1 min. discussion.

## Request to Speakers (Lecture, Symposium, Workshop & Oral Presentation)

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### 1. Presentation and Discussion Time

- Invited Lecture, Special / Educational Lecture, Symposium, Workshop at the direction of the chairperson.
- Oral presentations: 8 min. presentation & 3 min. discussion.
- Oral presentation of the Excellent Presentation Award: 4 min. presentation & 1 min. discussion.

### 2. Preview / Submit Presentation Data

Please complete previewing / submitting your presentation data 30 min. prior to the beginning of your presentation at the PC Center.

[PC Center]

Place: 10F Foyer

Date & Time: July 18 (Wed) 8:30 ~ 16:00

July 19 (Thu) 8:30 ~ 16:00

July 20 (Fri) 8:30 ~ 15:00

\* Please note that the presenters who give a presentation on the day will be given the highest priority for previewing / submitting their data. So you may not be able to preview / submit your presentation data for the next day and / or the day after if the PC Center is crowded.

### 3. For a Next Presenter

Please be seated in next presenter's seat when the presenter before you begins her / his speech.

### 4. Presentation Instructions

- The only equipment provided for presentation will be a PC projector. There will be no other projectors such as 35 mm slide projector.
- During your presentation, you can forward your presentation slide by yourself by using a keyboard and a mouse on the podium.

### 5. The way to register presentation data is different depending on the sessions as follows:

1. Invited Lecture, Special / Educational Lecture, Symposium, Workshop
  - ① with your own computer
  - ② with a USB memory stick or a CD-R
2. Oral presentations and Oral presentation of the Excellent Presentation Award with a USB memory stick or a CD-R

#### ◆ Notes for whom bringing own computer

- The OS for the computer in the venue is Windows10 (Windows XP, 7, 8 will be available).
- If you are using Macintosh, please bring your computer.
- We recommend bringing your computer if you have movie files attached to your PowerPoint presentation.
- Please bring a mini D-Sub 15 pin, HDMI (Type A) conversion adaptor OR a computer that fits with the same form as a mini D-Sub 15 pin or HDMI (Type A).
- Please be sure to bring an AC adaptor to the presentation venue in case your computer's battery runs out.
- Please adjust your computer setting so it does not revert to screensaver or energy-saving mode during your presentation.
- Please bring a back-up copy of your data on USB memory stick or CD-R in case your computer is unable to connect to the projector provided.

#### ◆ Notes for whom bringing a USB memory stick or CD-R

- The OS and applications for the computer provided for presentations are as follows:  
OS: Windows 10  
Applications: PowerPoint 2010, 2013, 2016
- The fonts of your presentation should be MS(MSP)Gothic, MS(MSP)Mincho, Times New Roman, or Century. Do not use special or downloaded fonts.
- Image resolution is XGA (1024 × 768 pixel). Please set up the images with XGA.
- Windows Media Player is the only software that can be used to play a video data during your presentation.  
\* The default codecs those are included in Windows Media Player. Using WMV is recommended.
- Do not save any other data than your presentation in the USB memory stick or the CD-R.
- Please run a virus check on your computer in advance.
- Please check your presentation data including images by pasting the data from host/main computer to another computer if the data is shown properly.
- All the copied data will be deleted by organizers appropriately after the congress ended.

## 6. Discussion Time

Individuals wishing to ask questions should be lined up at the microphone provided in the session room. They should give their name and affiliation before starting question. Question should be brief and simple.

## Information for the Excellent Presentation Award Applicant

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1. Preparation for oral presentation should be referred to the instruction "Request to Speakers (Lecture, Symposium, Workshop & Oral Presentation)" above.
2. Preparation for poster presentation should be referred to the following instructions "Request to Poster Presenters".
3. The names of winners will be posted on the message board 10F near the reception desk around 15:00 on July 19 (Thu).
4. The ceremony will take place at the Room 1 on July 20 (Fri) 13:30. The award winners are requested to come to the hall 15 min. prior to the ceremony time. The award winners will receive a certificate and a grant.

## Information for the Student Poster Award Applicant

1. The names of winners will be posted on the message board 10F near the registration desk around 11:00 on July 19 (Thu).
2. The ceremony will take place at the Banquet party starting from 18:30 on the same day. The award winners are requested to come at the reception desk in front of the Banquet Party 15 min. prior to the party start. The award winners will receive a certificate and a prize.

## Request to Poster Presenters

### 1. Place

3F Poster & Commercial Exhibition Room (Event Hall B-E)

※Please see page 25 for poster layout.

### 2. Installation and removal time

	Poster number	Installation	Presentation / Discussion (Core Time)	Removal
July 18 (Wed)	P-1 ~ 90	9:30 ~ 10:30	17:20 ~ 18:05	18:05 ~ 18:35
July 19 (Thu)	P-91 ~ 176	9:00 ~ 10:00	17:15 ~ 18:00	18:00 ~ 18:30
July 20 (Fri)	P-177 ~ 264	9:00 ~ 10:00	13:15 ~ 14:00	15:30 ~ 16:00

### 3. Format

Prepare your poster in the size of 180 cm long and 90 cm wide or smaller.

In the designated area at the top of the panel (20 cm long and 70 cm wide), print a title of presentation, names of authors, and affiliations.

Display figures, texts, graphs, charts and etc., using the remaining space below.

### 4. Exhibition

After confirming your poster number, mount your poster in the designated place.

Pushpins and presenter's ribbons will be available at your panel.

### 5. Presentation / Discussion

Presenters are requested to come to the front of your poster 5 min. before the Presentation/Discussion time, and please start on time. Presenters are required to wear the presenter's ribbon during the question and answer time. Changing presenters are not allowed.

### 6. Removal

Please place pushpins and your presenter's ribbon in a paper cup and attach it to the bottom of the panel. Posters that are not removed by the end of the removal time will be removed and disposed by the Secretariat.

