

Presentation Guidelines

Language

The official language is English.

Symposium and Oral sessions should be presented in English.

Information for Chairs

- Chairs should take a seat in the front row of the room specially reserved for the next session's chair at least 10 minutes prior to the session that he/she is scheduled to chair.
- We request your cooperation to ensure that your session proceeds according to the prescribed time limit/schedule.

Information for Symposium and Oral Presentation

Speakers should take a seat in the front row of the room specially reserved for the next speaker at least 10 minutes prior to his/her presentation time.

Presentation Time

Symposium 1~4	15 min for presentation, 10 min for general discussion
Oral session	6 min for presentation, 2 min for discussion
Poster session	Display only. NO oral presentation.

Presentation Format

- Only presentations using a PC are acceptable. OHP or slides are not acceptable.
- Please bring your presentation data (on your PC, USB flash memory or CD-ROM) to the PC Preview Desk. The data will be temporarily stored for the meeting purposes, and when the meeting is over the organizer will take responsibility for erasing all data.
- At the PC Preview Desk please provide staff with your presentation number.
- Even if you intend to use your own PC, please come to the PC Preview Desk to check that your presentation functions correctly.
- Please make sure to check the files with anti-virus software before your submission to the Preview Desk. Please ensure that your presentation will function on the specifications given below.

OS : Windows 8

Software : PowerPoint 2007 ~ 2013

- If using a Macintosh or your PowerPoint presentation includes moving images, please bring your own PC and back-up data to make your presentation.
- If you use sound, please let us know at the PC Preview Desk

PC Preview Desk

Speakers are required to upload their presentation data at the PC Preview Desk at least 30 minutes before the start of the presentation. AV assistants will be available to help you.

Operating Hours : May 27(Fri) 7:30-16:00

Location :

PC Preview Desk	Presentation Room	Location
Desk ①	Room1	In front of Room1
Desk ②	Room 2・3	Lobby, Main Building

Instruction for Poster Session

1. Poster style

Display only. No oral presentation.

Date	Mounting	Removal
May 27 (Fri)	7:30 - 8:30	16:00 - 17:00

2. The poster board surfaces measure approximately H190cm × W90cm.

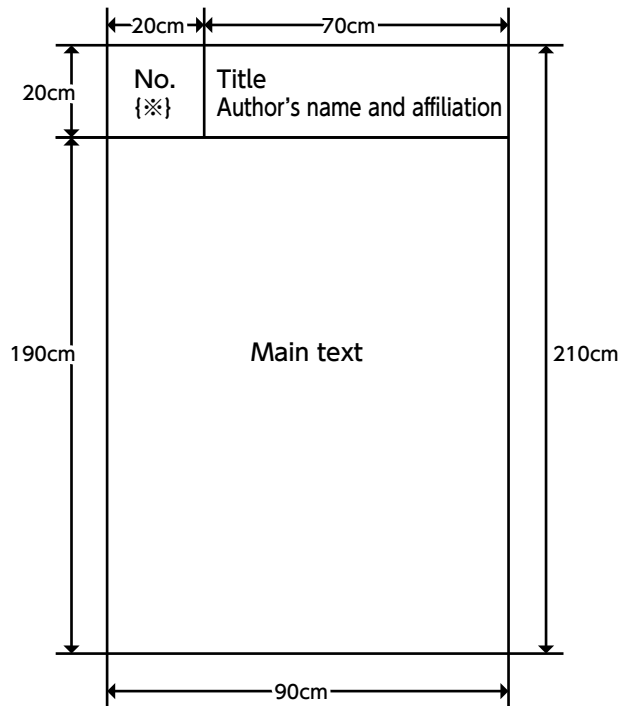
A poster number (20cm × 20cm) will be posted by the secretariat.

3. The secretariat will prepare pushpins and a poster number (20cm × 20cm) at the top left of each board.

4. Each poster must have a label at the top that indicates the title of the paper, the name(s) of the author(s) and their affiliation(s). The main author should be marked with a circle.

5. Authors are required to mount and remove their materials scheduled as above. We remind you that you should NOT leave poster cases in the poster areas. The secretariat will not be held responsible for any losses which may be incurred.

6. Posters not removed by the removal time above will be removed and discarded by the secretariat.



{※} Poster Number will be prepared by the secretariat.