

## Information for Chairpersons and Speakers

For Presidential Lecture, Special Lecture, Award winner's Lecture, Symposium, Round Table, Forum2012

### 1. Time allocation

It varies depending on a session. Please ensure to check to know the time allocation with the document sent in an earlier date.

### 2. Presentation Equipment and Data Check-In

Presentations must be only a "PC Presentation", which means they must be digital and done with a computer. The projector on site has 1 screen.

For more details, please read the following citations directions written in the below "For Oral Presentation Chairpersons and Speakers" section.

For Oral Presentation Chairpersons and Speakers

### 1. Time allocation

Presentation: 8 minutes

(You will be given a warning light: yellow when 7 minutes pass, and red when presentation time is over.)

Questions and Answers: 4 minutes

Notes: The total duration per presentation must be completed within 12 minutes.

Please keep the 12-minute time frame strictly.

Official language is English.\*

\* Japanese language can be used only for Q & A sessions when the notice/permission of using the language is notified and accepted in advance.

### 2. Presentation Equipment and Data Check-In

#### < Presentation Equipment >

1. Presentations must be only a "PC Presentation", which means they must be digital and done with a computer. The projector on site has 1 screen.

2. There is no limit on the number of pages per presentation as long as the presentation can be completed within the given time.

3. No Audio-data allowed for a presentation.

#### < Data Check-In >

Open Hours: November 20 (Tue) 9:00 – 17:30

November 21 (Wed) 9:00 – 17:00

November 22 (Thu) 9:00 – 17:00

Place: Preview Room (Located on the foyer of Small Hall, 5th Floor of Tower Hall Funabori)

1. To ensure your presentation runs smoothly, please bring your presentation data and/or own PC to the Preview Room at least 30 minutes prior to your scheduled presentation time.
2. If you bring your own pc, after you preview your presentation data at the Preview Room, please leave your pc with the staff in the Room. Then, PC operators run a pc test at the operation table of a presentation room prior to your presentation to make sure if your PC runs smoothly.

At the conclusion of your presentation, please collect your PC from the operation table.

### 3 Presentation Data

#### **<Presenters who bring data only>**

1. Presentation must be made in PowerPoint readable in only Windows.

OS: Windows 7

Application Software: Power Point 2003, 2007, 2010

Notes: Animation is applied for Windows Media Player Only.

Presentation must be made in PowerPoint readable in Windows.

If you are a Macintosh user, bring your own Macintosh.

Keynote, presentation software, cannot be used for this Meeting's presentation.

2. Use standard fonts in the operating system in order to avoid garbled text, unfit layout, etc.
3. Prepare the data by saving onto CD-ROM or USB memory stick

Do not store any other data but your presentation data in the memory media.

4. In case your presentation data have links to other data (still pictures, moving pictures, graphs, make sure to store the original data of those.

Prior to you presentation, please make sure to run a test to check if the data work with other computer than the one you made/created the data with.

5. File names should be in order of: "presentation number", "presenter name".

(e.g.: 1-B-O1-1 T.White.ppt)

6. Run a virus scan and make sure your data is safe and clean
7. The computers at the Preview Room are installed antivirus software and update it using the most current virus definitions. However, since no system can be 100 percent immune from every threat, some tricky/unknown virus may exist and infect PCs.
8. Presentation data loaded on the computers provided will be completely deleted by the Secretariat after your presentation.

#### **<Presenters who bring own computer (Windows/Macintosh)>**

1. Ensure that your computer is equipped with the monitor connector of mini D-sub 15 pins. If your computer does not have this connection, please bring an appropriate converter with you.

2. The LCD Projectors will support XGA Resolution (1024 by 768).
3. We recommend that the pc you prepared for your presentation materials with to the Meeting for our presentation to avoid mechanical problems.
4. Turn off any sleep functions and screensavers.
5. Be sure to bring all required connection cables and AC adaptor for your own PC.
6. We recommend that presenters using your own PC bring back-up data (CD-R or USB memory stick).

#### 4. Operation Procedures

##### **<Presenters>**

1. Follow Chairperson(s) instructions.
2. Ensure to come to the designated presentation room at least 10 minutes prior to the session starts.
3. PC operators will operate an pc and projection.

A TFT monitor, keyboard, and mouse will be provided to presenters. Presenters are expected to operate these devices during their presentations. (PC itself is NOT placed at the podium.)

##### **<Chairpersons>**

1. Please check-in at a Registration Desk for Chairpersons located on the foyer of the Small Hall, 5th Floor of Tower Hall Funabori
2. Ensure to come to the designated presentation room at least 10 minutes prior to the session starts. There will be a "Next Chairpersons seat". Please be seated until the session before yours finishes.
3. There will be an announcement to inform the start of the next sessions. When your session is called, go up to the stage and start the session.
4. The session operation will be up to the chair, however, you are expected to run and end the session at the scheduled time.
5. Q & A sessions should be conducted in English with an exception, unless otherwise requested in advance. The chair, however, possesses the privilege to judge and allow using Japanese exceptionally.

#### 5. Questions & Answers

1. The time length for Q & A is for 4 minutes per presentation. After a presentation is completed, Q & A time starts.
2. Upon being appointed to address a question, follow the chair's direction, and approach to a microphone. Say your name and affiliation, then address your question concisely.

For Poster Presenters

1. Venue, Set-up, Presentation, Discussion, and Remove Schedule

The schedule varies and is sorted based on a poster number. Please ensure to check the below table and know the time allocation for your poster presentation.

Poster Number	1-P-01 - 1-P1-12	1-P-13 - 1-P-58	2-P-01 - 2-P1-71	3-P-01 – 3-P-39
Venue	Room P			
Presentation Date	November 20 (Tue)		November 21 (Wed)	November 22(Thu)
Set-up Time	9:00~10:00			
Display	10:00 - 18:40		10:00-18:10	10:00-17:00
Discussion	12:00-13:00	Odd No.:12:00-13:00 Even No.:17:40-18:40	Odd No.:12:00-13:00 Even No.:17:40-18:40	13:00-14:00
Remove Time	18:40-19:00		18:10-18:30	17:00-17:30

- This year’s meeting, the three best posters will be chosen as the “Best Poster Awards”. Poster Award Nomination Committee will announce Finalists.
- If your poster presentation is chosen among the Finalists, please be sure to be present at the Award Presentation Ceremony to be held on November 22(Thu) at 5<sup>th</sup> Floor Main Hall.

2. Preparation of Posters

1. Language: English
2. Poster size: 90 cm x 210 cm
3. A Poster number (21 cm x 14.8 cm) will be provided to each poster by the Secretariat.  
(Refer to the picture on the left.)
4. Other information including Title of the Presentation, Affiliation, Names of Authors, and the Body, must be shown within the size of 90 cm x 180 cm.
5. Pushpins to mount posters should be prepared by the Secretariat.

Please make sure to mount the poster securely.

Ask the Secretariat for tools to mount your poster.



3. Discussion

1. The presenting authors are requested to visit “Poster Registration Desk” located at the poster venues.
2. Please wear a ribbon, and stand by your poster during the allocated discussion hours.

3. There are no chairpersons.

4. Japanese is allowed for discussion along with English.

4. Poster Removal

- Make sure of the removal time schedule and be responsible for your poster removal.

- Secretariat will dispose of leftover posters after the removal time.

5. Change of the Title and Presenting Author

- The Poster Title cannot be changed. No exception.

- In case you wish to withdraw our presentation, or the presenting author need to be changed, please notify the changes to the Secretariat promptly.