

To Chairs & Speakers

1. Presentation registration

After registering for the conference, all speakers for the oral sessions are asked to come to the “PC Center” to check in their presentation data. They are advised to come to the PC Center at least 30 minutes prior to their presentations.

2. PC Center

PC Center for the speakers is provided in front of Room 2 (3rd floor, Bldg. II) at Nagoya Congress Center.

3. Allotted time for presentations

- 1) Regular paper presentation-----10 minutes (Q&A included)
- 2) Symposium-----10 minutes speech and 5 minutes Q&A

4. Presentation data and PC

<Presentation equipment>

- Please check the program to see your designated session.
- All presentation should be made on a computer, using MS PowerPoint. Please use Windows PowerPoint 2003 or 2007.
- You can bring data by USB or CD; no ZIP or Floppy discs are accepted. You can also bring your own laptop if you wish. Please make sure that your laptop is equipped with mini D-sub (15pins)
- If you are using MAC, please bring your own laptop. Please make sure to bring AC adaptor and connector to mini D-sub (15pins).
- If your presentation includes the movies, you are advised to bring your own laptop.
- Please deactivate your screensaver and power saving settings.
- Please bring your own power cable. Presentations using batteries may result in problems.
- To avoid losing important data saved on the PC used for your presentation, be sure to backup such data beforehand.

<Media>

The following media can be used. Please indicate your name/organization/session on your media.

- A memory stick plugged into a USB port/CD-ROM
- Use the hybrid format for writing in CD-R. CD-RW cannot be used.
- DVD media is limited to VTR DVD(NTSC), DVD-R.
- The Region Code for DVD should be “2”, which is used in Japan.
- Only the following standard OS fonts can be used;
Arial, Arial Black, Century, Century Gothic, Times New Roman
- Pictures mode should be in jpeg format.
Please note that animations may not be playable for some PowerPoint versions.
- Sound is available.
- Please perform virus checks beforehand for media brought in.

5. Next Chairpersons and Next Speakers

The seats for “Next Speakers” and “Next Chairpersons” are prepared in the front row of the rooms. Please be seated 15 minutes prior to your presentation/session.

To Poster Session Chairpersons and Speakers

1. Presentation registration

After registering for the conference, all speakers and chairpersons for the poster sessions are asked to come to the poster session registration desk provided at Room 3 on the 3rd floor of Bldg. II at Nagoya Congress Center at least 15 minutes prior to the poster session. All speakers are requested to be in front of their poster panels 5 minutes prior to their presentations.

2. Allotted time for poster presentations

5 minutes for presentation including Q&A

3. The room for poster sessions

Room 3, the 3rd floor of Bldg. II at Nagoya Congress Center.

4. Poster setup time

November 12 (Fri) -----10 : 00 12 : 00

5. Poster presentation time

November 12 (Fri) -----13 : 00 13 : 30

6. Poster removal time

November 12 (Fri) -----14 : 00 15 : 00

Note : All posters should be taken down from the boards by the above time. Please note that the conference secretariat will not assume responsibility for possible loss of posters left on the board any posters left after the last day of the congress.

7. Poster size :

-90cm wide by 210cm high including 20cm for the title, affiliation and names.

-Please prepare your title, affiliation and name within the size of 70cm wide by 20cm high to be put a size of your poster.

-The poster number (20cm X 20cm) will be prepared by the secretariat.

-Pushpins will be provided by the secretariat. No tapes will be allow to use.

The poster number (20cm × 20cm) will be prepared by the secretariat.

