

To Moderators and Speakers

Oral Presentation Guidelines

1. Presentation Time

The timekeeper will alert each speaker to the time remaining and end time of their presentation.

2. Presentation Equipment (Data and PCs)

- After registering, all oral session speakers should check in at the main theater or TBL rooms to upload their presentation to the computer before the session starts. Personal PC can also be used through HDMI or RC232C connectors.
- All presentation materials should be formatted in Microsoft PowerPoint 2010, 2013 or 2016 for Windows PC.
- The slide size must be at a ratio of 4:3. In the PowerPoint 2013 initial setting, the size may be 16:9 when you click "Make a New Presentation." However, if you open the slide at 16:9 with a monitor of 4:3, the top and bottom parts of the monitor will be blacked out. You are advised to prepare for a 4:3 ratio.
- You may submit presentation data in a USB memory stick in the above format.
- Please check your presentation data for any viruses before arriving at the theaters.
- We recommend that you also bring back-up data.
- Please use standard Windows fonts.
- A single projection screen without sound will be available for presentations.
- You will be permitted to use the monitor, keyboard, mouse, and laser pointer set on the presentation desk.

Poster Presentation Guidelines

1. Setup Time

November 10 (Sat) 9:00-11:00

2. Removal Time

November 11 (Sun) 16:00

All posters should be taken down from the boards by the time stated above. The conference Secretariat will not assume responsibility for the loss of posters left on the boards after the above-stated time period and/or after the conference is over.

3. Each poster should exhibit a top banner 70 cm wide by 20 cm tall that shows the title, name(s) and affiliation(s) of the presenter on the right side of the poster number sheet at the upper-left corner of the poster board. (See figure above.) The size of space below the top banner of the poster should not be more than 90 cm wide or 180 cm tall.

4. Magnet will be used to fix each poster.

