Information for Chairpersons and Presenters

1. Session Time

<Distinguished Lecture, President's Lecture, Symposium, Award Winners' Presentation>
According to the session. Please confirm with the information letter sent to you in advance.

<Oral Presentation>
Presentation: 8 min. (after 7min from starting time: warning lamp, after 8min. from starting time ending time: red lamp)
Q&A: 4 min.
Total: 12 min. Please adhere to the finishing times.
All presentations must be given in English. For the Q&A, the official language is English with exception to someone wishing to use Japanese with prior notification.

2. Q & A

If you have any questions, please follow the chairperson's direction and approach the microphone in the meeting room. Please express your questions concisely after identifying your affiliation and your name.

3. Proceedings

<For Presenter>
①Please present under the direction of the chairperson.
②Please use the designated seat in the front row in the room 10 minutes before the program start.
③An operator performs projection of presentation data during the presentation. The presenter may operate a mouse / keyboard at the podium, using the projection (there is no computer monitor at the podium)

<For Chairperson>
①Please come to "Chairperson Registration" at Tower Hall Funabori, 5th floor main lobby, on the day of the session.
②Please use the designated seat in the front row in the room 15 minutes before the program start.
③At the signal to start, please go to the chairperson seat on the podium and start the session.
④The chairperson is in charge of each of the sessions. Please adhere to the finishing times.
⑤For the Q&A, the official language is English with exception to someone wishing to use Japanese with prior notification. The chairperson, however, may decide whether the use of Japanese is acceptable.

4. Equipment and Reception

<Equipment>
①PC presentation (1 screen) only.
②no limits for number of slides, but please adhere to presentation time limits
③no sound available

<Preview Desk>
Hours: 12th November (Thu.) 9:00-17:00
   13th November (Fri.) 9:00-18:00
   14th November (Sat.) 9:00-13:00
Location: "Preview Desk" at Tower Hall Funabori 5th floor main lobby
①All speakers must go to the preview desk at least 30 min before presentations for checking of operations
②If you wish to use your own PC, you must submit your PC to the operator at the meeting room for a connection check. Please pick up your PC shortly after the presentation.

5. Presentation Data

<If Bringing Data (Windows only)>
① Only use the following OS, applications, and movie files:
  OS…Windows7
  Applications…Power Point 2010, 2013
  Video files…playable with Windows Media Player
  *Macintosh power point is unsuitable
  *Keynote is not available

② In order to prevent abnormalities of balance of screen layout or garbled characters, please use OS standard font.

③ Only USB flash memory or CD-R may be brought.

　　*Please do not have other data than that to be used for the presentation for the day.

④ If other data (pictures, animation, graphs, etc.) is linked to the presentation, backup all original data and please check operations in advance with a PC other than the PC which had the data created.

⑤ Please input presentation number and speaker name into a file like the following:

　　example: *1-B-01-1 Taro Funabori file → 1-B-01-1 Taro Funabori.ppt

⑥ In order to prevent viral infections to the system in the hall, please be sure to perform virus checking of media in advance using updated security software.

⑦ In the preview room, we have updated virus security, and although we have taken all possible precautions, virus infection is always a possibility.

⑧ Presentation data will be saved to a server in the preview room, and responsibly deleted after the meeting end.

<If Bringing Your Own PC (Windows or Macintosh)>

① Please check your PC output terminal and bring the regular monitor terminal (MiniD-Sub15 pin 3 low connecter) for connection to the monitor.

② The resolution of the projector is XGA (1024x768 pixels).When a change of resolution is required, please set up the resolution on the PC beforehand.

③ Even if animation / pictures are displayed correctly on the PC monitor, caution that external output may not actually be carried out. Please be careful, if you create presentation data on a PC which is not used for actual presentations.

④ Please cancel/adjust screen saver and power-saving setups beforehand.

⑤ Please be sure to bring a PC adapter with you. If you use only battery, it may run out during the presentation.

⑥ Please be sure to prepare a copy of backup data (a USB flash memory or CD-R) just in case.

6. Poster presentation

< Venue, set up, display, discussion and removal time>

Depending on the subject number, please check the list below.

Poster Number	1-G-P-1 | 1-G-P-12 Final for Best Poster Award	1-G-P-13 | 1-G-P-18	1-H-P-19 | 1-H-P-43	1-I-P-44 | 1-I-P-83	2-G-P-1 | 2-G-P-5	2-H-P-6 | 2-H-P-30	2-I-P-31 | 2-I-P-75
Venue	Room G 4 F		Room H 4 F	Room I 1 F	Room G 4 F	Room H 4 F	Room I 1 F
Presentation Date	12th November (Thu.)	12th November (Thu.)			13th November (Fri.)		
Set Up time	9：30-10：30	9：30-10：30			9：30-10：30		
Display time	12th November (Thu.) 10：30-17：10 13th November (Fri.) 10：30-18：40	10：30-18：10			10：30-18：00		
Presentation	17：10-18：10 Best poster award interview 18：10-19：10	18：10-19：10			18：00-18：40		
Removal	13th November (Fri.) 18：40-19：00	19：10-19：30			18：40-19：00		

-At this meeting, we have established the "Best Poster Award."

 A best-poster award selection committee selects the subjects (Finalists) for the final selection from the general presentations (poster presentations).

-The selection committee will interview the finalists before the poster presentation session on the first day, and elect the top 3 subjects for the best poster prizes. Entering the room / viewing posters during the interview is not permitted.

-After the symposium 13 on the third day (14th Nov.) an award ceremony for best poster winners with a certificate of merit and an extra prize presented in Room A (Big Hall).

<Poster Exhibition Guidelines>

① Please draw up all poster notice manuscripts in English.

② The size of the poster panel is 90 cm (W) x 210 cm (H).

③ A subject number (20 cm x 20 cm) is prepared by the secretariat, and is affixed on the upper left end of the poster board.

④ Please prepare subject title, including affiliation, author names(presenter name) and the contents to fit 20cm by 70cm, and the to fit 90 cm(W) x 140cm(H). (Refer to right figure)

⑤ Push pins will be prepared at the poster panel by the secretariat.

The affixing should use pushpins and should be secured firmly.

※ Please, do not use tape or nails.

<Poster Discussion>
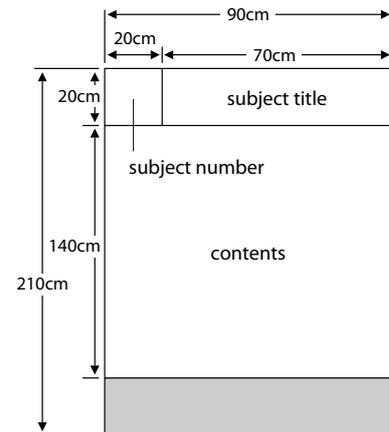
① The presenter needs to stand by in front of his/her poster during discussion times while wearing presenter ribbon.

② There is no announcement of the chairperson's approach.

③ Presentations may be done in Japanese.

<Poster removal>

- Please be sure to remove everything.
- The secretariat office will dispose of all posters and related leftovers after an appointed time

<Change of subject name and/or presenter>

- Change of subject is not permitted. If withdrawal or presenter change arises, please contact the secretariat promptly.