

Instructions for Presenters and Chairpersons

1. Instructions for Oral Presenters

A. Length of General Presentation

Presentation 7 minutes, Discussion 3 minutes, Total: 10 minutes

Designated Speakers: The details provided to those who concerned.

A yellow lamp will be on 1 minute before the end of the presentation. A red lamp will mark the end of the presentation.

B. Equipment: Computers

OS : Windows 7 or later

Application: Microsoft Office PowerPoint ver.2007 or later

C. PC Data Preview Center

All speakers are requested to come to the PC Data Preview Center in the facility at least 60 minutes prior to the presentation time to verify if the data functions properly on the equipment provided.

• Place and Opening Hours:

Exhibition hall, Exhibition Bldg., Sendai International Center

September 30th (Friday) 8:00–17:00

October 1st (Saturday) 7:30–17:30

October 2nd (Sunday) 7:30–14:30

When you are scheduled to make presentation in the early hours on 1st or 2nd October, it is recommended to register the data the day before the presentation.

All presentation data will be loaded onto a server at the PC Data Preview Center and distributed to an appropriate session room at an appropriate time via a LAN. Copied files will be completely deleted by the staff after the congress.

D. PowerPoint Presentation

- Bring your presentation on a Windows readable USB flash drive or CD-ROM. In case you use movie files, it is recommended to use your own laptop and make sure that the data is applicable to Windows Media Player.
- Make sure that you close or “finalize” your presentation file when create a CD. If you omit this step, you cannot access the CD from any other computer.
- Only the standard fonts (e.g., Times Roman, Helvetica, Arial, Times New Roman) are accepted for your presentation file, and unusual fonts may not be displayed properly on the computers in session rooms.
- Include any external files utilized e.g. movie files in the same folder as your presentation. Copy the entire folder to the USB flash drive or CD-ROM.
- Please name the file as : “Program no. (or session name)_presenter name. ppt (If PowerPoint2010/2007, .pptx)”
- In order to avoid virus infection, please scan your data with updated anti-virus software beforehand.
- Users of Macintosh Computers should bring their own Macintosh since there would be technical issues that can arise when PowerPoint files created on a Macintosh run on a Windows PC.



E. Laptops

- Speakers using their own laptops MUST HAVE a VGA D-sub 15pin female output. Special video output cable is required for some laptops to use the D-sub 15pin to connect to external monitors and data projectors. Please note that we are not equipped with that special cable and you must bring it in case it is necessary. The laptop output resolution should be no more than XGA (1024 x 768). The higher resolutions than the native resolution (1024 x 768) would possibly lose some information or not project by forcing the data projector into a compression mode.
- Please name the file as: “Program no. (or session name)_presenter name.ppt (If PowerPoint2010/2007,.pptx)” and save it to the desktop or create a shortcut on the desktop.
- You should have your data backed up in case of computer trouble.
- Please turn off the screen-saver or energy saving mode beforehand.
- After checked the presentation at the PC Data Preview Center, you are asked to take your laptop to the presentation room by yourself and hand it to the operation desk located on the left side of the podium. After the presentation, please do not forget to receive your laptop.

2. Instructions for Poster Presenters

A. Length of Poster Presentation

Presentation: 4 minutes, Discussion: 2 minutes, Total: 6 minutes

B. Poster Mounting Schedule

	Poster Mounting·Viewing	Discussion (No Presentation)	Removal
September 30th (Friday)	9:00–14:00, 15:00–16:00	14:00–15:00	—
October 1st (Saturday)	8:50–15:30, 16:30–18:30	15:30–16:30	—
October 2nd (Sunday)	8:50–13:00	—	13:00–15:00

* Pins for mounting posters and a ribbon for presenters are available at each poster board.

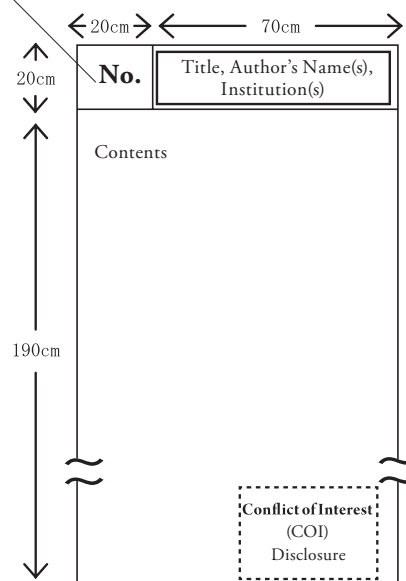
* Please stand in front of your poster at least 10 minutes before your presentation time.

* Be sure to indicate potential conflicts of interest at the bottom of your poster board.

* The poster panel measures 210 cm by 90 cm. The panel will indicate the program number in the upper left corner. Please write a title, your name and your affiliation in a frame of 20 cm by 70 cm horizontally. (See the illustration above.)

* Posters left on the poster board after removal time will be discarded by the secretariat.

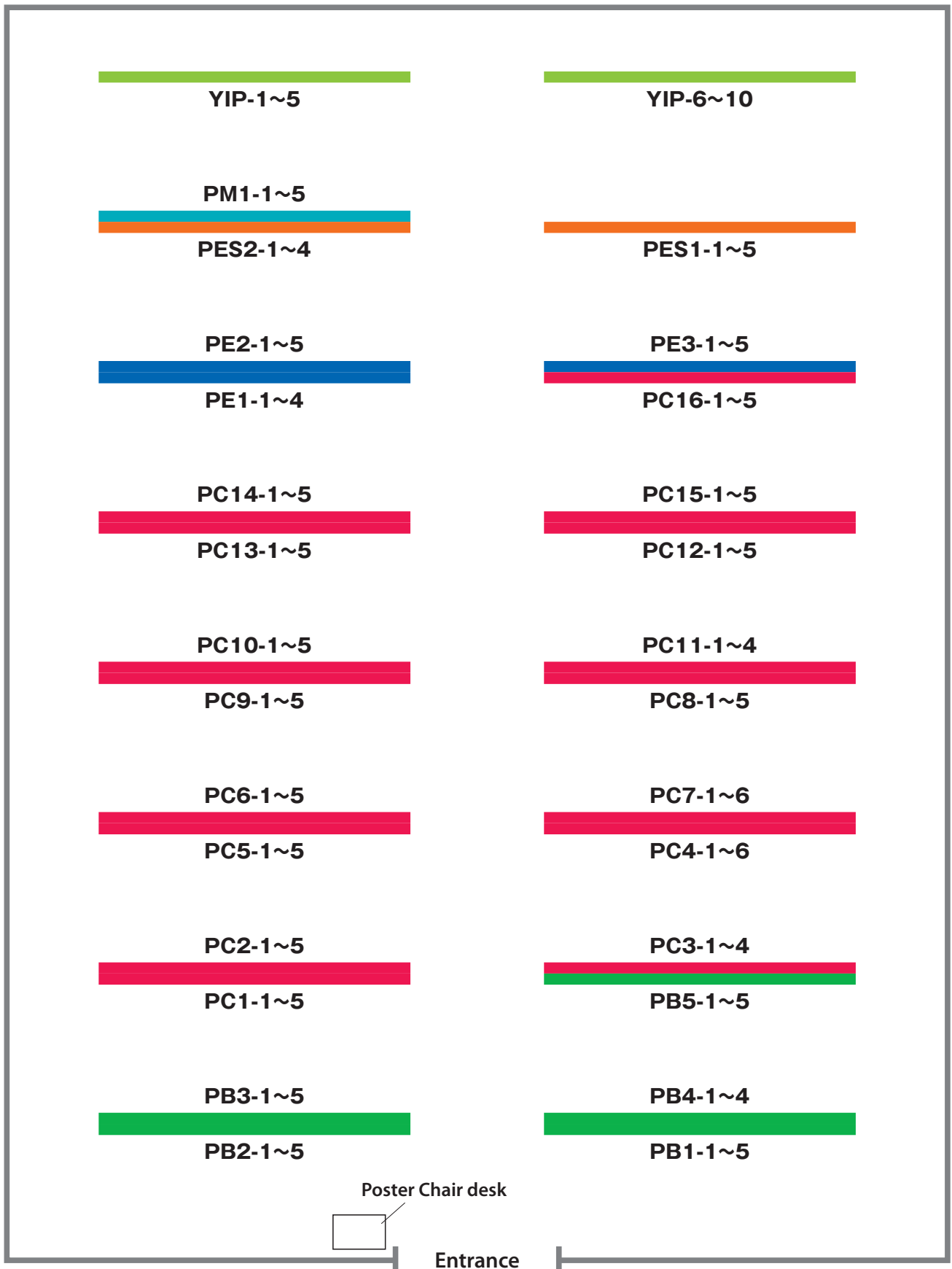
*Poster program number will be posted on the board.



3. Instructions for Chairpersons

1. Chairpersons for oral sessions are asked to be in their session room no later than 15 minutes prior to the start of the session. Chairpersons should make every effort to maintain the time schedule in cooperation with the time keeper, and give warnings, if needed, to the speakers.
2. Chairpersons for the poster sessions should visit the chairperson reception desk in the poster session room no later than 20 minutes before the discussion time, and then wait at their poster panels no later than 10 minutes before the start.

Poster Presentation Layout & List



September 30 (Friday)

Session	Time	Session Title	Chairperson
PB1	14:00-14:30	<Basic> Etiology in Hypertension/Gene	Imari Mimura
PB2	14:30-15:00	<Basic> Blood Vessel	Yuichi Akasaki
PC1	14:00-14:30	<Clinical> Salt Intake 1	Kimiko Ishiguro
PC3	14:00-14:30	<Clinical> Kidney 1	Tae Yamamoto
PC5	14:00-14:30	<Clinical> Elderly Hypertension	Ken Sugimoto
PC7	14:30-15:06	<Clinical> Vasoactive Substances/Organ Damage	Ippei Shimizu
PC10	14:30-15:00	<Clinical> Hyperuricemia	Naoyuki Otani
PC11	14:00-14:30	<Clinical> Blood-Pressure Variability	Sumiyo Yamashita
PC13	14:30-15:00	<Clinical> ABPM, HBPM	Satoshi Konno
PC16	14:30-15:00	<Clinical> Blood Vessel Function	Tatsuya Maruhashi
PE1	14:00-14:30	<Epidemiology> Epidemiology 1	Kei Asayama
PE2	14:30-15:00	<Epidemiology> Epidemiology 2	Atsushi Sakima
PES1	14:00-14:30	<English> Basic Study	Takeshi Kanda
PM1	14:30-15:00	<Co-medical> Co-medical	Noriko Kikuchi
YIP	16:00-17:00	Young Investigator's Promotion	Kazutoshi Miyashita Masataka Kudo Toru Sugiyama

October 1 (Saturday)

Session	Time	Session Title	Chairperson
PB3	16:00-16:30	<Basic> Metabolic Syndrome/Blood Vessel Function	Sumiko Yoshida
PB4	15:30-16:00	<Basic> Kidney	Yoshihiko Kanno
PB5	16:00-16:30	<Basic> Heart/Kidney/Organ Damage	Takehiro Suzuki
PC2	16:00-16:30	<Clinical> Salt Intake 2	Sanae Watanabe
PC4	15:30-16:06	<Clinical> Kidney 2	Saori Nishio
PC6	16:00-16:30	<Clinical> Heart/Blood Vessel	Nobuo Tsuboi
PC8	16:00-16:30	<Clinical> Pharmacotherapy	Horio Takeshi
PC9	15:30-16:00	<Clinical> Secondary Hypertension/Complication	Yoshitsugu Iwakura
PC12	15:30-16:00	<Clinical> Metabolic Syndrome	Naoyoshi Minami
PC14	15:30-16:00	<Clinical> Case (Endocrine) 1	Ryo Morimoto
PC15	16:00-16:30	<Clinical> Case (Endocrine) 2	Midori Yatabe
PE3	15:30-16:00	<Epidemiology> Epidemiology 3	Takeaki Honda
PES2	15:30-16:00	<English> Clinical Study	Megumi Fujita