

---

---

## INFORMATION FOR CHAIRS AND SPEAKERS

---

### Guidelines for Chairs

1. Chairs should take a seat in the front row of the room specially reserved for the next session's chair, at least 15 minutes prior to the session that he/she is scheduled to chair.
2. As there will be no announcement or cue, please proceed to take the stage promptly at the appointed time and start the session. We request your cooperation to ensure that your session proceeds according to the prescribed time limit/schedule.

### Guidelines for Oral Speakers

1. All presentations must be made in the form of a PC presentation in English.
2. Presentation timekeeping
  - Please be punctual and carefully follow the allotted time limits. Please adhere to the schedule to ensure smooth proceedings, according to moderation by the Chair. However, the times of presentations may change depending on the progress.
  - When the orange lamp lights, it means that one minute remains. When the red lamp lights, it means the end of your presentation.
3. Next Speaker seat
  - When the presenter ahead of you takes the stage, please be seated in the Next Speaker seat.
4. Notes on preparing your presentation data
  - The resolution of the screen will be WXGA (1280×768).
  - The congress' computers in the session halls run Windows 10 with Microsoft PowerPoint 2007/2010/2013/2016.
  - Use only the standard fonts provided with Microsoft PowerPoint for Windows.
  - Virus scanning in advance is desirable.
  - Save your presentation on USB memory or CD-R. Do not use CD-RW.
  - Be sure that your file is compatible with the Windows operating system.
5. Notes for speakers with their own PC
  - Remember to bring your own power adapter and cables.
  - Your computer must be equipped with a Dsub-15 pin video output.  
(Thin PCs may not have standard output terminals.)



Dsub-15 pin video output

- 
- 
- Please prepare your slides using Microsoft PowerPoint.
  - The PCs prepared by the congress can handle Windows and Macintosh versions of Microsoft PowerPoint only.
  - Please do not use KeyNote.
  - In case you cannot connect to the projector provided by the congress, please bring a backup CD-R or USB memory containing the presentation file in a Windows or Macintosh version of Microsoft PowerPoint.
  - Presenters are responsible for determining in advance whether their notebook PC is capable of outputting video to an external display. This is especially important if your presentation contains a large amount of data and audiovisual content.
  - All energy-saving functions such as screen-savers and sleep/power-saving modes should be disabled on the PC to be used for the presentation.
  - Your password should be inactivated.

#### 6. Use of movies and sound

- Sound cannot be used.
- The version of Windows Media Player will be 12, and the movie file must be included in the SAME FOLDER as the presentation file.

#### 7. Presentation file reception and presentation format

- Speakers should preview their presentation and complete a run-through of the connection and operation at the PC Preview Desk located on the 4th floor, at least 60 minutes before their sessions start or 30 minutes before if their sessions are scheduled for the first session of the day.
- Conference staff will be on hand at the PC Preview Desk to assist speakers.
- The speaker's podium is equipped with a PC. Speakers are asked to operate it during the presentation by themselves.
- After the conference, all presentation data installed on the conference-supplied PCs will be deleted.

#### PC Preview Desk Opening Hours:

- Thursday, October 11: 8:00–19:00
- Friday, October 12: 7:30–19:00
- Saturday, October 13: 7:30–16:00