



Guidelines for Oral Presentations

1. General Information

These guidelines are intended to assist authors in preparing oral presentations for the 17th Congress of The International Society for Human and Animal Mycology 2009 (ISHAM 2009) to be held May 25-29, 2009, in Tokyo, Japan. English is the official language of ISHAM2009 and should be used throughout your presentation. Please avoid using fonts and symbols that may not be supported in English-based operating systems and applications. The guidelines are subject to change. Please check the conference website for last-minute announcements.

2. Program and Duration of Presentation

The program of presentations is now available online. Please confirm the date, time, and conference room of your presentation at the conference website (<https://www.congre.co.jp/isham2009/scientific.html>). Presentation times and speaking order will be allocated at the discretion of the respective symposium chairpersons.

3. Hardware & Software Guidelines

- 1) The standard format for oral presentations in the Congress will be Microsoft PowerPoint. Each room will have a projector connected to a personal computer (PC) installed with Windows XP (Microsoft PowerPoint 2003 and 2007 software) and Windows Vista 2007.
- 2) You must operate the equipment during your presentations, using the mouse and monitor at the podium.
- 3) The rooms allocated for oral sessions will be equipped with a video projector (for computer-based presentations), a projection screen, a laser pointer and microphones. No overhead projector will be available.
- 4) Please register your data for transfer to the session room at the Data Preview Center **at least 45 minutes** before your session. The Data Preview Center will accept data on a CD-R or USB flash memory device. Please name the file of your presentation as below:
Example) AB-01-1 John Smith

Data Preview Center

Location: In front of "Keyaki" Room, 4th Floor

Open Hours	May 25, Tuesday	15:00 - 18:30
	May 26, Tuesday	7:30 - 18:30
	May 27, Wednesday	7:30 - 18:30
	May 28, Thursday	7:30 - 18:30
	May 29, Friday	8:30 - 11:30

*After the meeting, the secretariat will destroy all data submitted for presentation purposes.

- 5) If you intend to use video in your presentation, please bring your own video-capable computer.
【Applicable software】 Windows Media Player、 Quick Time Player

- 6) Apple Macintosh users: We strongly recommend that you bring and use your own Macintosh computer for your presentation. Please pass your own PC to the PC operator desk located in the left corner of the session room **by 20 minutes** before your presentation.
- 7) **If you use your own PC for your presentation, please bring the PC which you are going to use to the Data Preview Center at least 45 minutes** before your session. It is necessary to make sure that your PC has an external monitor output terminal. If the shape of your PC's external monitor output terminal is special, for example like that of Sony VAIO, Mac, etc., please bring your own adapter for connecting to a D-sub 15 pin. Please bring your own AC adapter and power cable to the venue in order to avoid the battery running out. Please cancel screen-saver and sleep/power-saving settings of your PC monitor beforehand.
- 8) If you are using a loudspeaker, please inform the staff that you will do so at the Data Preview Center.