

## **Guidelines for Presentation: Oral Presentation**

All presentation and presentation materials should be in English.

### **Presenting & Discussion Time**

- ◆ Oral Session (Free paper): Each speaker will have 6 min. for presentation & 2 min. for discussion time.
- ◆ Symposium: Each speaker will have 20 min. for presentation including discussion time.

### **Presentation Material**

A display monitor, keyboard, and remote mouse will be provided on a podium for speakers to operate.

Please bring your presentation data either by storing in USB flash memory or in your laptop.

Macintosh users are required to bring own laptop.

[Note: when you bring your laptop]

Ensure that your computer is equipped with the monitor connector of mini D-sub 15 pins. If your computer does not have this connection, please bring an appropriate converter.

The Japanese standard AC voltage is 100V. Be sure to bring an AC adaptor if necessary.

The secretariat will not take any responsibility for any projection troubles caused by computer technical difficulties. All presenters are recommended to bring their back-up data.

### **PC Preview**

PC Preview Desk: Entrance Hall, 1F, Centennial Hall Kyushu University School of Medicine

December 1 (Sat.): 8:10a.m. ~17:00p.m.

December 2 (Sun.): 8:10a.m. ~11:30p.m.

Please register and check your presentation data at PC preview desk at least 30 minutes before your presenting session begins.

Please store your presentation data in USB flash memory. The operator at PC Preview will download the data and copy it to the server. The copied data will be deleted from the server by the congress secretariat after the meeting.

If you use your own laptop, please take the laptop with you to the lecture room after finishing PC Preview.