

# Instruction for Speakers and Chairpersons

## Oral Session

### Length of Presentation

- Oral Presentation: 12 minutes of presentation, 3 minutes of QA time, in total 15 minutes
- Other Sessions: Announced by the Congress Secretariat

## Equipment

- OS : Windows 10
- PowerPoint ver. : 2010-2016
- iPad and other tablet devices are not applicable.

## Speaker Preparation Desk

Date	Hours	Venue
Wednesday, November 13	7:15 ~ 17:00	Foyer, 10F, Osaka International Convention Center
Thursday, November 14	7:30 ~ 17:00	Foyer, 10F, Osaka International Convention Center
Friday, November 15	7:30 ~ 16:00	Foyer, 2F & 3F, RIHGA Royal Hotel Osaka

- All speakers are requested to come to the Speaker Preparation Desk at least 30 minutes in advance of their presentations to verify if the data functions properly on the equipment provided.
- Speakers should use PowerPoint presentations. All presentations will be loaded onto a server (At the Speaker Preparation Desk) and distributed to an appropriate session room at an appropriate time via a LAN.

## PowerPoint Presenters

- Bring your presentation on a Windows readable USB flash Drive. In case you use video files, you should bring your own laptop and make sure that the data is applicable to Windows Media Player.
- Only the standard fonts with Windows 10 (OS) (e.g., 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.
- Video clips (other than certain animated gif files) are not embedded in PowerPoint presentations; you will need to bring the separate video files (WMV type is recommended) with you and submit them along with your presentation file.
- In order to avoid virus infection, please scan your presentation file with updated anti-virus software beforehand.

## Users of Macintosh Computers:

- You should bring your own Macintosh since there would be technical issues that can arise when PowerPoint files created on a Macintosh are run on a Windows PC.

## 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 (1024x 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.
- You should have your data backed up in case of computer trouble.
- Please turn off the screen-saver and energy saving mode beforehand.

## Disclosure of COI

Please disclose any COI when you make your presentation at the meeting. Oral presenters must include this in the first page of their slides.

## Poster Session

### Presentation Schedule

IFAO Poster Session Wednesday, November 13 11:00-11:50 / Thursday, November 14 16:00-17:00

Mounting : Wednesday, November 13 8:00-10:00

Removal : Thursday, November 14 17:00-18:00

Venue : Room 1009, 10F, Osaka International Convention Center

Length of Presentation 3 minutes, Discussion : 5 minutes, Total: 8 minutes

JSOA Poster Session Friday, November 15 13:00-14:00

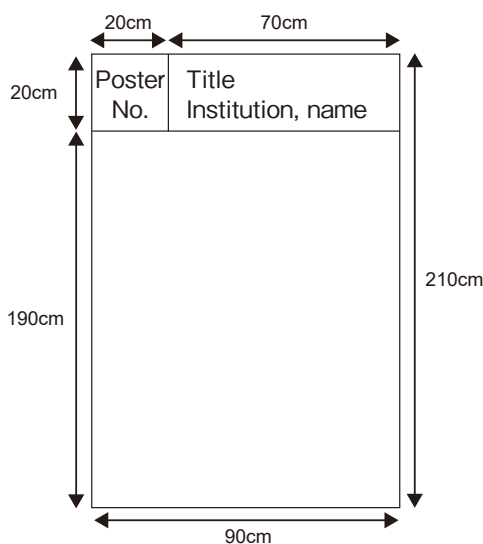
Mounting : Friday, November 15 7:30-9:00

Removal : Friday, November 15 15:30-16:30

Venue : Korin 1, 3F, RIHGA Royal Hotel Osaka

Length of Presentation 3 minutes, Discussion : 2 minutes, Total: 5 minutes

- Presenters are requested to stand by at their own posters during the session period for presentation. Poster number will be posted on your assigned board.
- Please present a label showing the title, institution and the speaker's name.
- Pins for mounting will be available at the venue.
- All posters must be taken down within the removal time. Any posters remaining will be removed and discarded.
- Posters should be brought to the congress and not be mailed, as the Organizing Committee are not responsible for any loss or mishandling.
- Please refer to following poster image for your poster.



### Disclosure of COI

Please disclose any COI when you make your presentation at the meeting. Poster presenters must indicate this status at the beginning of the poster.

### Chairpersons

- All chairpersons are asked to be in their session room no later than 10 minutes prior to the beginning of the session.
- Chairpersons should make every effort to maintain the time schedule in cooperation with the time keeper, and give warnings to the speakers, if needed.