presentation instructions for speakers

To Speakers for Oral Presentation
All oral presentations must be presented using a computer, and should be prepared using Microsoft PowerPoint.
Please come to the PC Center (Lobby, 6F, Winc Aichi) at least 1 hour before your presentation.
Please be seated at the first row of the room at least 15 minutes before your presentation starts.

Reception of presentation data
PC Center (Presentation data Check-In Desk):

<table>
<thead>
<tr>
<th>Location</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>November 9 (Thu.)</td>
</tr>
<tr>
<td></td>
<td>8:00 - 17:30</td>
</tr>
<tr>
<td>Lobby, 6F, Winc Aichi</td>
<td>November 10 (Fri.)</td>
</tr>
<tr>
<td></td>
<td>8:00 - 15:30</td>
</tr>
</tbody>
</table>

Notes for bringing presentation data
CD-R and USB flash drive can be accepted.
Presentation data files must have been produced with Microsoft PowerPoint 2003, 2007, 2010 or 2013, to make sure your presentation works on the PC in the venue. Also, standard fonts such as Times New Roman and Century should be used. If you wish to use Macintosh files, please convert them into files that are compatible with Windows or bring your own Macintosh computer.
If you are using video files, please bring your own PC.
If your presentation data contains sounds, please inform the staff at the PC Preview Desk
Resolution of the screens in the venue is XGA (1024x768 pixel).
The Congress Secretariat will be responsible for deleting the copied data after the presentation.
Notes for bringing your own laptop

The computer cable connector format is a MiniD-sub15 pin. Please bring a laptop compatible with this connector format. If your PC needs an adaptor to connect to this format, you must provide it yourself.

Please turn off screen savers or energy-saving settings in advance. Please be sure to provide an AC adaptor for your laptop. Please bring your laptop to the operator at the Operator Desk in the presentation room at least 20 minutes prior to your session. A laptop will be returned immediately after your presentation at the Operator Desk in each room. Please bring CD-R or USB flash drive of your presentation for backup.