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 initiate the session. We request for your cooperation to ensure that your session proceeds according to the prescribed time limit/schedule.

Guidelines for Oral Speakers

1. All presentation must be made in the form of PC presentation in English.

2. Presentation timekeeping for Oral Sessions 1-7
- Please be punctual and carefully follow the allotted time limits.
- Illuminating orange lamp indicates one minute remaining and red lamp indicates
 the end of your presentation.
- Duration: Presentation for 6 minutes / Q&A for 3 minutes Total 9 minutes

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 XGA (1024×768).
- Use only the standard fonts provided with Microsoft PowerPoint for Windows.
- Virus scanning in advance is desirable.
- Prepare your presentation on USB memory or on CD-R. Do not use CD-RW.
- Save your slides as a Microsoft Windows 7 or later for Windows file.
- Be sure that your file is compatible with Windows operation system.
- Please include your presentation number and full name as a file name of your presentation data.
  <example>
  SY1-1 Hanako Congre (first speaker of Symposium 1)
  O3-2 Taro Yamada (Second Speaker of Oral Session3)
  *Presentation number is provided by the Congress Secretariat.

5. Notes for speakers with their own PC (especially for Macintosh)

* Important note for those who will use their own Macintosh. Please check in PC Preview Center along with your PC in good time well in advance in case to cope with problems or adjustment if any.

- Remember to bring your own power adaptor and cables.

- Your computer must be equipped with a Mini Dsub-15 pin video output.

 (Thin PCs may not have standard output terminals.)

Mini Dsub-15 pin video output

- Please prepare your slides with Microsoft PowerPoint.

- The PC's prepared by the conference will handle Windows and Macintosh versions of Microsoft PowerPoint only.

- Please avoid using KeyNote.

- In case of that you cannot connect to the projector provided by the conference, 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 your presentation contains a large amount of data and audiovisual content.

- All energy-conserving functions such as screen-savers, sleep/power-saving modes should be disabled on PCs to be used in the presentation.

- Your password also should be inactivated.

6. Applications and versions for use of movie and sound system

- Windows: Windows Media Player / Version: 12

- Macintosh: QuickTime Player

- Sound cannot be used

*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 Center located Room H on the 1st floor at the Conference Center, at least 60 minutes before their sessions start or 30min before if their sessions are scheduled in the first session of the day.

- Conference staff will be on hand at the PC Preview Center to assist speakers.

- The speaker's podium is equiped with a PC. Speakers are asked to operate during the presentation by themselves.

- After the conference, all presentation data installed on the conference supplied PC's will be deleted.

PC Preview Center: Room H, 1st floor of the Conference Center

Open Hours	Wednesday, November 15	9:30 - 18:15
	Thursday, November 16	8:00 - 18:00
	Friday, November 17	8:00 - 18:15
	Saturday, November 18	8:00 - 18:00