

Guideline for Presenters

<Instruction for Oral Presentation>

Presentation Time

Symposium: **Informed individually**

Oral: **6min for presentation and 2min for discussion**

Presentation Material

Please note that we will only accept computer-based PowerPoint presentations. To ensure your presentation runs smoothly, please bring your presentation data to PC Preview Desk at least 45 minutes prior to the session. Speakers must use their own laptop computer if the presentation contains special functions such as heavy moving images or animation.

PC Preview Desk

PC preview desk will be located next to the Registration Desk.

Operating Hours: **7:45-18:00, November 9 (Sat.)**

1. If you bring your presentation data, please follow the instructions below:
 - a) Acceptable media: USB flash memory stick
 - b) Presentation must be made in PowerPoint readable in Windows. If you require Macintosh for your presentation, please bring and use your own computer on site of your presentation.
 - c) Preferred file format: PPTX, PowerPoint 2010 or higher.

Use the above operating system's standard fonts

(e.g.) Windows: Century, Century Gothic, Times New Roman, etc

2. If you bring your own laptop computer, please follow the instructions below:
 - a) Ensure that your computer is equipped with the monitor connector of HDMI connector. If your computer does not have this connection, please bring an appropriate converter with you.
 - b) Be sure to bring an AC adaptor with you. The Japanese standard AC voltage is 100V, and plug adapter of type A.
3. A display monitor, keyboard, and remote mouse will be provided on a podium for speakers to operate.
4. Presentation data loaded on the computers provided will be completely deleted by the secretariat after your presentation.
5. The secretariat is not responsible for any projection troubles caused by computer technical difficulties. We recommend all presenters to bring their back-up data.