

# Instructions for Oral Presentation

## 1. Time Allocation for Presentation

The time allocated for each presentation is as follows:

\* Session times include 5 minutes-Q&A Session at the end

Plenary Speaker:	40 minutes (35 min for your presentation, 5 min for Q&A)
Invited Speaker:	30 minutes (25 min for your presentation, 5 min for Q&A)
Contributor:	20 minutes (15 min for your presentation, 5 min for Q&A)

## 2. Data Submission

Oral presentations should be presented by PC only.

Please submit your PC to the Operator's Desk in the room where your presentation takes place, 60min - 30min prior to the beginning of your presentation.

In principle, presenters are requested to bring their own laptop PC with the presentation data downloaded inside.

USB storage devices and Data CD's are admissible if PC could not be brought by any means. (In such cases, be sure to have your data converted to PDF file format.)

Please do bring your own PC if your presentation includes video data to avoid possible incompatibility with the system environment.

For Mac users, please be sure to bring your own machine, adopter cables, and/or conversion plugs (i.e. for D-sub 15 pin).

Please appear at the Next Presenter's Seat at least 20min prior to your presentation.

# **Instructions for Poster Presentation**

## **1. Poster Board**

All the posters must be displayed at the Poster Session Hall on “Main Hall A” from 12:00, July 24 to 13:50, July 25.

Recommended usable area: Width 800mm x Height 1600mm (A0 size)

Please use pushpins available in the Poster Session hall to attach posters. The Session hall is open for posting from 8:30 - 12:00, July 24.

The authors for odd-number posters should be present in front of their posters during 12:00-13:50 on July 24, while even-numbered poster, during 12:00-13:50 on July 25.

During your presentation, please wear the ribbon tag which will be provided for every presenter.

Please remove your presentation materials on July 25, 14:00 – 18:00. The posters left behind will be disposed by the secretariat.

## **2. Short Presentation**

In addition, all the poster presenters are requested to give Short Presentations scheduled before Poster Session on July 24.

Please prepare your presentation materials printed on A4 paper, for Short Presentation session. We prepare a visual presenter.

Due to the limited time schedule of the program, each short presentation is for 2 minutes, and only printed materials are allowed for the Short Presentation. (There will be no printer on the site.)