

Information for Presenters

1. Presentation style

- a) Please follow the moderator's instructions.
- b) Presentation times have already been informed to all presenters.
- c) Please come to the PC operation desk which is next to the Registration Desk 30 minutes before your presentation.
- d) All presentations must be done using a PC. Please note that there will be no slide equipment or OHP available. Please ensure that your presentation is compatible with "Microsoft PowerPoint 2003, 2007, 2010" and bring your data stored on a USB or bring in your own PC. If you prepare your presentation with Macintosh, bring your data on your own PC.
- e) Please make sure that the data is not infected by any virus by checking it with the latest antivirus software with the most up to date virus definitions.
- f) Please prepare any printed data if necessary. There will be no equipment available to make print out.
- g) Please make and bring back up data on another media device.

2. Data preparation for presentation; for presenters who bring data on media devices

- a) Please prepare your presentation so that it is compatible with "PowerPoint 2003, 2007, 2010". We'll use a PC with "OS: Windows 7" If you use "Windows Vista/8", PowerPoint 2013", bring your data on your own PC.
- b) To avoid problems, such as improperly positioned characters and paragraphs, unreadable characters, and missing characters, please try to use the following fonts: Century, Century Gothic, Arial, Times New Roman.

3. Data preparation for presentation; for presenters who brings data on their own PC

- a) Please make sure you bring your own AC adapter. We use a two-way flat type socket, so please bring an adapter if necessary.
- b) Please make sure that it can be connected with Mini D-sub 15-pin connectors which the organizer will provide. Please bring an auxiliary adapter if conversion is needed.
- c) Please check that all data appears on outside monitors beforehand.
- d) Please cancel screen saver, power saver set up or a password for start up, if it's set.
- e) Please check that all moving images and audio data appear on monitor beforehand.
- f) Please be sure to bring a back up of the data beside your own PC.

Poster presentation instructions

Please refer to the following when preparing your poster:

- a) Posters should be brought to the meeting and not mailed, as the conference organizers have no responsibility for loss or mishandling.
- b) Presenters are responsible for posting and removing their own materials.
- c) Your poster program 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 hall.
- d) Audio-visual equipment may not be used.
- e) Poster presentation is free discussion without moderators.
- f) Please refer to following poster image for your poster

