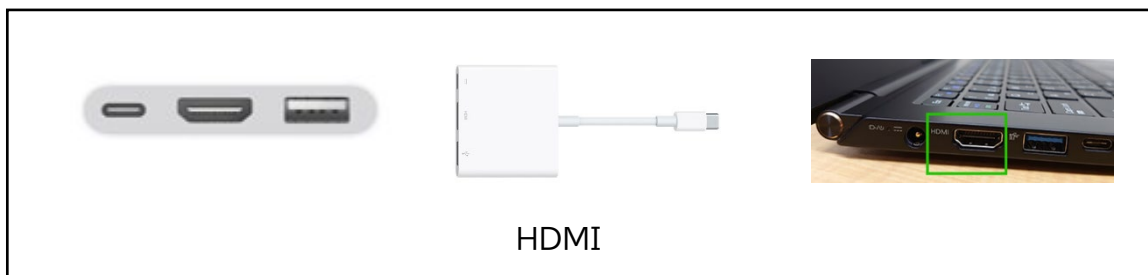


How to Prepare Presentation Slides

▽Bringing your PC

1. The file name of slides should be "Presentation No._ Name (full name).ppt". (e.g. O99-100_TaroHokkai.ppt)
2. 16:9 slide size is recommended. (4:3 size is also acceptable).
3. Please bring backup data.
4. Please hand over your PC to the video operator at the front left of the session room at least 10 minutes before your presentation.
5. The connectors provided by this conference are HDMI. Please check the shape of your PC's external monitor output terminal and bring a converter if you need one.



6. Be sure to bring your own AC adapter for your PC.
7. If you have AC Adapter video files on your PC, please put all data in the same file.
8. Please set your PC's AC adapter, screen saver, and power management settings to "None" and remove the password setting beforehand.
9. To avoid losing valuable data stored on your PC, we recommend that you back up your data in advance.

▽Bringing PPT data (USB flash memory)

1. The PCs (Windows) in the venue have Power Point [2021] in Windows 11 installed. Please prepare data that will work properly in these environments.
2. Please use one of the standard Windows fonts (MS Gothic, MS P Gothic, MS Mincho, MSP Mincho, Meirio, Arial, Century, Times New Roman, etc.) to avoid character corruption.
3. 16:9 slide size is recommended. (4:3 size is also available).
4. If you have linked still images, graphics, or other data to your presentation data, be sure to save the original data together and check the operation first.
5. JPEG format is recommended for still images.
6. Please check CD-Rs and USB flash drives for viruses before use.
7. Data previewed at the PC Center will be transferred to the presentation venue via a LAN line. After the presentation, the data will be deleted by the Management Office with responsibility.
8. If any of the following apply to you, please bring your own PC.
 - When you use Macintosh
 - When you are using video (recommended to bring your own unit)