# Instruction for Oral Presentation

Speaking Time:
- See the Program and check your presentation time.
- Speakers who are allotted 45, 30 and 25 minutes will include 5 minutes for Q&A.
- Speakers who are chosen for the Short Oral talks are allotted 15 minutes for oral presentation, including 3 minutes for Q&A.
- It is suggested that you time the length of your speech beforehand. All speakers are kindly requested to strictly observe their allotted presentation time.
- The chair will open, time and close sessions. Speakers are requested to follow the chairs' lead.
- You are requested to be seated in a chair labeled "Next Speaker", during the presentation in prior to your own.

Language:
- The official language of the Symposium will be English, and no interpretation to other languages will be provided.

Audio Visual Equipment:
- A PC for the presentation, LCD projector and a screen will be set on the podium. It is highly recommended for the speakers to use the PC prepared by the organizer.
- Please bring with you a backup presentation file saved on a USB memory stick in case of the PC malfunction.
- For those who wish to use their own PC, be sure that the PC must be equipped with a D-Sub 15-pin output, a standard monitor terminal, as shown below.

D-Sub 15-pin   PC side(female)
Holes for pins
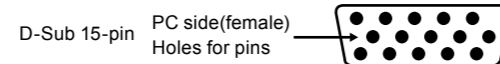
- The venue will provide you with connecting cables. Set-up should be handled by the speaker him/herself.
- PC set-up should be done in prior to the presentation before yourself, at the "Next Speaker" desk.

Registering Your Data:
- All submitted presentations are saved to the PC for presentations. In case you need to revise your presentations, please bring your data to the PC Data Desk, beside the Registration Desk.
- Changes in your data should be informed at least 30 minutes before your session starts.

Preparing Presentation Slides:
- Please follow the guideline below in order for the presentations to be proceeded smoothly.
- It is recommended to make slides by Microsoft PowerPoint.
- The PC for the presentations supports only Microsoft PowerPoint XP, 2003, 2007, and 2010. In order to avoid any troubles at the symposium, we advise Windows Vista and Windows 7 users to save their presentations in one of the PowerPoint versions listed above.
- Macintosh users should save the presentation by Microsoft PowerPoint.
- All presentation slides must be saved in Microsoft PowerPoint and in PDF format and send both files (please bring both of them to the symposium).
- If the presentation includes moving images, please bring your PC just in case.
- Please be sure to name the files including your registration number and your own name (ex. R0001_ TaroYAMADA.ppt)
- Compressed data files cannot be decompressed on the prepared PC at the symposium.

Time Keeping:
- Time Keeper will be positioned in the session room. Time bell will ring 3 times. First bell signals "3 minutes left", the second bell signals "time up" and the third signals "end of Q&A". Please take notice of these signals for presentation time management.

Instruction for Poster Exhibition

Poster Size:
- Please prepare your poster within W900 mm x H2100 mm.

Presentation Time:
- For those whose poster numbers are odd numbers, your core presentation time will be on WEDNESDAY, JUNE 6, 2012, during lunch break.
- For those whose poster numbers are even numbers, your core presentation time will be on FRIDAY, JUNE 8, 2012, during lunch break.

Mounting & Removal:
- Mounting should be done between 11:00-13:00, TUESDAY, JUNE 5, 2012.
- Removal should be done between lunch break on SATURDAY, JUNE 9, 2012.
- All posters left after Removal time will be removed and discarded by the Secretariat.