

Information for Moderators / Speakers

Information for Moderators

1. Oral Session Moderators

Please visit the General Information Desk 30 min. before your session starts. Changes of speakers or cancellations will be informed at the General Information Desk.

*See the Floor Guide (P.6)

Please be seated in the Moderator's seats located at the front right of your session room at least 10 min. prior to the session starts.

Moderators for plenary sessions, symposium, and meet-the-expert sessions : detailed information is provided separately.

2. Poster Tour Moderators

Please assemble at the Poster Desk (at the entrance of Poster & Exhibition room) 15 min. before the session starts.

Any updates and instructions are provided at the Poster Desk.

Each presenter has 3 min. presentation and 2 min. discussion.

Information for Speakers

Oral: 10 min. (Presentation: 8 min. Q&A: 2 min.)

Others : Depends on sessions.

Please come to the PC Center 1 hour prior to your presentation (at least 30 min prior to your session) to submit and check your data.

PC Center is located in Hall C 2F, Tokyo International Forum.

*See the Floor Guide (P.6)

Opening Hours of PC Center:

Thursday, November. 17	8 : 00 ~ 17 : 00
Friday, November. 18	7 : 30 ~ 17 : 00
Saturday, November. 19	7 : 30 ~ 17 : 00

*Speakers on Nov. 20 are required to bring the data or PC to the staff inside the session room.

The Speaker Ready Room located in B611, 6F, Hall B.

*See the Floor Guide (P.8)

Presentation Guidelines

- 1) Remote presentation system is available in each session room. A TFT monitor, mouse and USB keyboard are on the podium to operate your presentation.
- 2) Audio playback is not possible.
- 3) Please make sure to be seated in the designated front seats 10 min. prior to the start of your session.

If you use the Secretariat's PC

- 1) Only USB flash memories and CD-R are accepted. MOs, floppy disks, and CD-RWs cannot be accepted.
- 2) Windows (OS: Windows7) is the only operating system available for the presentations. (If you have prepared the presentation data on a Macintosh, you are advised to bring your own computer.)
- 3) Only Windows Media Player can be used to playback movie files. (No audio)
- 4) Your media should contain only the presentation data for the Meeting.
- 5) Your presentation data file should be named as <Session Number>-<Name> .ppt.
(ex:"PS1-1-SmithWilson.ppt")

- 6) If your presentation data is linked to other files (i.e. still or moving images, graphs, etc.), those files should also be saved in the same folder, and the links should be checked beforehand.
- 7) The Secretariat is responsible for destroying all copies of any data after the session.

If you bring your own PC or Mac

- 1) Please check-in and notify at the PC Center your plan to bring your own PC / Mac for presentation 1 hour (at least 30min.) prior to your presentation.
- 2) The Secretariat will prepare a Mini D-sub 15 pin PC cable connector. If your machine is not compatible with this cable connector, please bring an adaptor to connect your machine to the Mini D-sub 15 pin PC cable connector.



- 3) Please bring your AC adapter with you.
- 4) The resolution of the LCD projector is XGA (1024 x 768). If your machine requires a resolution setting to be changed please change the setting beforehand.
- 5) Please also bring your presentation data on a media (either on USB flash memory or CD-R) as a backup.
- 6) After checking connections at the PC Center, please bring your PC / Mac to the Operation Desk in the session room 30 min. prior to the start of your session.
- 7) Following the conclusion of your session, we will return your machine at the Operation Desk in the session room. Please come to the Operation Desk promptly to collect it.
- 8) The Secretariat is in no way responsible for damage to the machine.

Information for Poster Presenters

Preparing Your Posters

1) Poster panel

The secretariat will prepare a panel with your poster number. Pins will be provided along with the board thus please do not use any tape that is not provided by the secretariat.

2) Poster size

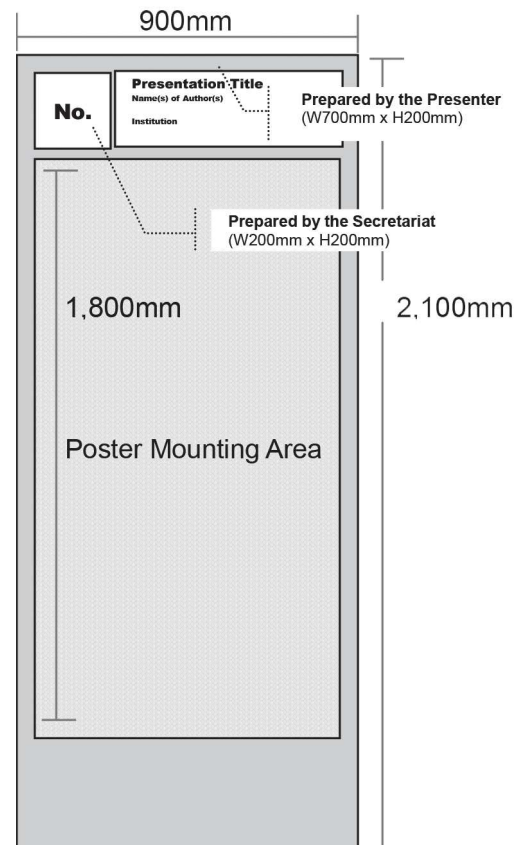
The size of the poster panel is W900 mm x H2,100 mm.

Please prepare your posters to fit in this size.

Each presenter is responsible for preparing their posters with the title, name(s) of author(s) and institution(s).

3) Poster title

Please prepare a slip with title, name(s) of author(s), and institution(s), if these are not included in their posters.



Poster Presentation

1) Guidelines

Discussions should be held in front of your poster.

Participants are free to view the posters and to discuss with presenters during the designated time (free discussion style).

During the specified time slot, please stay in front of your poster to answer any questions from the participants.

Poster tour 5 min. (Presentation: 3 min. / 2 min. Discussion)

2) Presentation Schedule

Poster Presenters are requested to place their posters at the designated space and to follow the schedule below.

	Mounting your poster	Poster Tour	Free Discussion	Removal
Nov. 17 (Thu.)	14:00-16:45	-	-	-
Nov. 18 (Fri.)	8:00-10:00	P1 14:55-15:20	P1 During Tea Breaks	-18:00
Nov. 19 (Sat.)	8:00-10:00	P2 10:20-10:35	P2 During Tea Breaks	-18:00

3) Set-up / Removal Schedule

Poster Presenters are requested to place and remove their posters during the designated time on their presentation day. Any materials left behind after the removal time shall be removed by the Secretariat and those not claimed by 12:00 on the following day of your presentation will be disposed.