Instruction for Chairs and Speakers

＜ For Chairs ＞

Please wait ready at the 'Seat for Next Chair' in Room A no later than 15 minutes prior to your presentation.

Chairs are asked to ensure that all sessions start on time and finish punctually as scheduled so that the entire program will progress smoothly.

＜ For Speakers ＞

■ Pre-meeting

All speakers of Oral Presentation are requested to attend pre-meeting of the session as announced prior to the symposium. Please come to the Room J before the pre-meeting.

■ Presentation data check-in

Please bring your presentation data (USB) or laptop to the Operation Desk, ahead of the symposium Hall (Room A) on the left. Speakers must check in the data at least 20 minutes before the scheduled time of the session.

*Please be assured that the secretariat of the symposium will completely delete the submitted data after the session.

■ Presentation style

1) Please note that the only acceptable presentation style is PC presentation.
2) Presentation must be delivered with your own laptop computer or a PC prepared by the secretariat.
   * Windows: Please bring your own laptop computer or PC media (USB flash memory or CD-R).
   * Macintosh: Please bring your own laptop computer. PC media are not acceptable.

■ For presenters using their own laptop computers

1) Make sure your laptop has a MiniD-sub15 monitor output port. If your computer does not have this connector, please prepare a specific adaptor on your laptop by yourself.
2) Please prepare your own power adaptor. Japan uses 60 Hz, 100 V. The projector planned for the hall has XGA (1024 × 768) resolution.
3) Please cancel your screen saver, power saving, and password setting in advance.
4) Please note that you cannot use PowerPoint' Presenter View function. If you need a manuscript for the presentation, please print it out beforehand.

■ On Podium

1) Please wait ready at the 'Seat for Next Speaker' in Room A no later than 15 minutes prior to your presentation.
2) Please give your presentation by using the mouse and keyboard on the podium. Please operate the PC by yourself to proceed with your presentation.