

# Information for Oral Presentations

## Preparation for Presentations

Presenters must prepare their presentation in **English**.

**We recommend that you use your own laptop computer for your presentation.** Alternatively, you can use the computer in the session room (#). *Speakers using their own Mac computer must have a VGA Display Port adapter (VGA 15 pin female output).* Note that electric voltage in Japan is 100 Volts and the outlet fits into a Type A plug (compatible to the North American outlet).

# The OS and softwares of the computers in the session rooms (Japanese version) are as follows:

Windows	OS	Windows7
	Software	Power Point 2003, 2007, 2010, 2013; Adobe Reader 11
Mac	OS	10.6.8 (2 GHz, Intel Core i7, memory: 4 GB)
	Software	Power Point X, 2008, 2011; Keynote 06, 08, 09; Adobe Reader 11

**For proper presentation, please use following fonts:** Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New, Georgia, Helvetica, Symbol, or Times New Roman.

## What to Do On-site

1. Please come to the conference site early enough.  
Speakers in the morning sessions are expected to show up at least a day before; speakers in the afternoon sessions are expected to show up no later than in the morning of their presentation day.
2. Come to **the Speaker Ready Room** on Level 3 and check whether your presentation goes properly with the equipments provided. Report the results to the person in charge in the room. If you have any troubles, he/she will help you.
3. Come to the session room at least **15 minutes** prior to your scheduled session (**during the break before your session**), and meet with the chairpersons.
4. Connect your laptop computer to the switcher and ensure the connectivity of your laptop and the projector. Leave your laptop connected until your lecture.

## Equipments in the Session Rooms

There will be one projector, one screen, a few microphones and one laser pointer in every session room.

## Presentation Time

Lecturers	Presentation	Discussion
Plenary	60 min	-
Keynote	25 min	5 min
Invited	25 min	5 min
Session	15 min	5 min
General	15 min	5 min

# Information for Poster Presentations

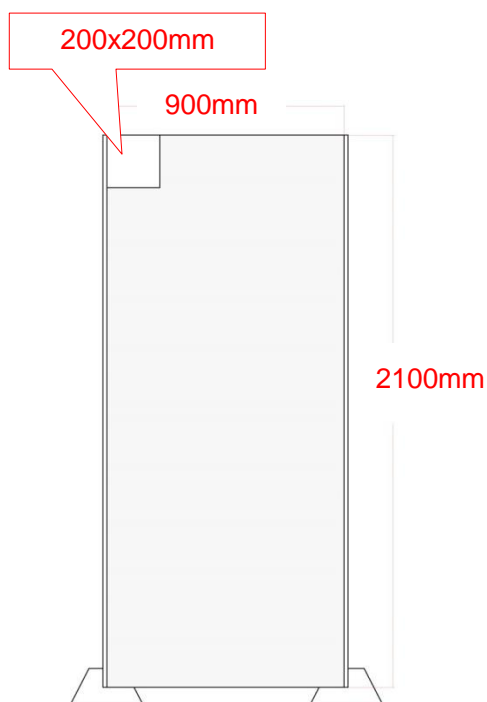
## Preparation for Poster Presentations

Presenters will be provided a H2100 X W900 mm poster board and mounting pins. The poster number will be attached by the organizer in the upper left corner of the board. The recommended poster size is A0 (841 X 1189 mm).

## Poster Presentation Time

Presenters for poster sessions are requested to present in front of their own poster boards according to the following time schedule:

Poster Presentation Date	Odd numbers	Even numbers
Monday, July 14	12:30-13:30	13:30-14:30
Tuesday, July 15	13:00-14:00	14:00-15:00
Thursday, July 17	16:50-17:50	17:50-18:50



Referees for the student poster awards will visit the poster presentation sites to evaluate your posters.

**Note:** Only students who applied to the poster awards are eligible for the awards. Postdoctoral fellows and permanent researchers (e.g. professors) are not eligible. The winners will be awarded at the closing ceremony (July 18).

## Mounting and Removal of Posters

Presenters are responsible for mounting their posters in advance and removing them at the end of the session. Any posters left on board after the sessions will be discarded.

Poster Presentation Date	Poster Mounting Date/Time		Poster Removal Time	
Monday, July 14	Sunday	13:00-17:00	Monday	14:30-15:30
	Monday	7:30-9:00		
Tuesday, July 15	Monday	18:00-19:00	Tuesday	15:00-16:00
Thursday, July 17	Wednesday	8:30-13:00	Thursday	18:50-20:00