

Information to Chairpersons & Speakers

[Symposium]

Request to Chairperson

1. Please be seated in the next to the chairperson's seat 10 min. prior to the beginning of your session.
2. Presentation time
At the direction of the chairpersons

Request to Speakers

1. Presentation Time

At the direction of the chairpersons

2. Preview / Submit Presentation Data

Please be done preview/submit your presentation data an hour prior to the beginning of your presentation at PC Center.

[PC Center]

Place: 2F Lobby, Sendai International Center

Dates and Times: July 17 (Tue)	8:30 ~ 17:00
July 18 (Wed)	8:30 ~ 17:00
July 19 (Thu)	8:30 ~ 16:00
July 20 (Fri)	8:30 ~ 11:00

* Please note that you may not be accepted to preview/submit your presentation data of your next day or/ and the day after when the PC Center is crowded. A presenter who gives a presentation on the day is given the highest priority for submitting presentation data.

3. For a Next Presenter

Please be seated in a next to the presenter's seat 10 min. prior to the beginning of your speech.

4. Presentation Instructions

- The only equipment provided for presentation will be a PC projector. There will be no other projectors such as 35mm slide projector.
- During your presentation, you can forward your presentation slide by yourself by using a keyboard and a mouse on the podium.
- Registering Presentation Data with your own computer OR with a USB memory stick or a CD-R.

◆ Notes for whom bringing own computer

- The OS for the computer are available as follow:
Windows XP, Vista, Windows 7.
- Please bring your own computer if you are using Macintosh.
- We recommend bringing your computer if you have movie files attached to your Power Point presentation.
- Please bring a mini D-Sub 15 pin conversion adaptor OR a computer fits with the same form as a mini D-Sub 15 pin.



mini D-Sub 15 pin

Examples of the output

- Please be sure to bring an AC adaptor to the presentation venue in case your computer's battery runs out.
- Please adjust your computer setting so it does not revert to screensaver or energy-saving mode during your presentation.
- Please bring a back-up copy of your data on USB memory stick or CD-R in case your computer is unable to connect to a provided projector.

◆ Notes for whom bringing a USB memory stick or CD-R

- The OS and applications for the computer provided for presentations are as follows:
OS: Windows XP, Vista, Windows 7
Applications: Power Point 2003, 2007, 2010
- The fonts of your presentation should be MS(MSP) Gothic, Mincho, Times New Roman, or Century. Do not use special or downloaded fonts.
- Image resolution is XGA (1024×768 pixel). Please set up the images with XGA.
- Windows Media Player is the only software can be used to play a video data during your presentation.
* The default codecs those are included in Windows Media Player. Using WMV is recommended.
- Do not save any other data in a USB memory stick or in a CD-R in addition to your presentation.
- Please run a virus check on your computer in advance.
- Please check your presentation data include images by pasting a data from host/main computer to another computer that the data shown properly.
- All the copied data will be deleted by organizers appropriately after the congress ended.

■ 5. Discussion time

Individuals wishing to ask questions will be line up at the microphone provided in the session room. They should give their name and affiliation before starting question. Question should be brief and simple.

[Poster Session]

Request to Poster Presenters

1. Date, Time and Place

Date	Poster number	Place	Installation	Presentation/ Discussion	Removal
July 20 (Fri)	AP1~97	2F, Room 2	8:30~9:00AM	11:00~12:00	12:00~12:30
	AP98~194	2F, Room 3			
	AP195~236	2F, Exhibition Hall "Sakura"			

2. Format

Prepare your poster in the size of A0 (118.9cm long and 84.1cm wide) or smaller.

In the designated area at the top of the panel (15cm long and 70cm wide), print a title of a presentation, names of authors, and affiliations. Display figures, texts, graphs, charts and etc., using a remaining space of the poster.

4. Exhibition

After confirming your poster number, mount your poster in the designated place. Pushpins and presenter's ribbons will be available at your panel.

5. Presentation/Discussion

Presenters are requested to come to the front of your poster 5 min. before the presentation starts, and please start it on time. Presenters are required to wear the presenter's ribbon during the question and answer time. Changing presenters are not allowed at this time.

6. Removal

Please place pushpins and your presenter's ribbon in a paper cup and attach it to the bottom of the panel. Posters that have not been removed by the end of the removal time will be removed and disposed by the Secretariat.

