Instructions for speakers, session chairs, and poster presenters

**Oral presentations**

- Speakers are requested to use their own PCs when making presentations.
  - The general presentation time is 15 minutes, to include 11 minutes for speaking, 3 minutes for questions and comments, and a 1-minute cushion. (The 1st, 2nd, and 3rd bells will sound at 9, 11, and 14 minutes, respectively.)
  - The presentation time for invited speakers in special sessions is 20 minutes, to include 15 minutes for speaking, 4 minutes for questions and comments, and a 1-minute cushion. (The 1st, 2nd, and 3rd bells will sound at 12, 15, and 19 minutes, respectively.)

- Speakers are requested to enter the conference room 15 minutes prior to the start of the session and check the connection between their own PC and the projector.
  - Only VGA (D-sub) cable is available in the conference room.
  - Subsequent speakers are requested to be seated at the designated place at the front of the room while connecting their PCs to the alternate cable to ensure a smooth succession of presentations.
  - In case your computer does not display your presentation properly on the screen, you will be able to use the local executive committee’s PC (Windows 8.1, PowerPoint 2013), alternately.

- Session chairs are requested to enter the conference room 15 minutes prior to the start of the session to check whether all speakers are in attendance and all presentations are properly displayed on the screen.

**Poster presentations**

- The maximum poster size is W 900 mm × H 1,800 mm. The height of the poster boards is 2,100 mm.
  - Pins to affix the posters to the boards are available in the poster room.
  - Posters can be continuously displayed from 4 p.m. Tuesday, November 10, until 2 p.m. Friday, November 13.

- The key presentation time of odd-numbered posters is 1:15–2:15 p.m. on Wednesday, November 11, and that of even-numbered posters is 1:00–2:00 p.m. on Friday, November 13.