Instructions for speakers, session chairs, and poster presenters

Oral presentations
- Speakers are requested to <u>use their own PCs</u> when making presentations.
  - The general presentation time is 15 minutes, to include <u>11 minutes for speaking</u>, 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 <u>15 minutes for speaking</u>, 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 <u>15 minutes</u> 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 <u>15 minutes</u> 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 <u>W 900 mm × H 1,800 mm</u>. 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 <u>4 p.m. Tuesday</u>, November 10, until <u>2 p.m. Friday</u>, November 13.
- The key presentation time of odd-numbered posters is <u>1:15–2:15 p.m. on Wednesday</u>, November 11, and that of even-numbered posters is <u>1:00–2:00 p.m. on Friday</u>, November 13.