

Instructions for Oral Presenters & Chairpersons

Time Allocation for Oral Presentation

Named Lecture : 50 min presentation

Special Lecture : 50 min presentation

Symposium (150 min)			
Number of speakers	5	6	7
Time for each talk	23	18	15
Time for each discussion	5	5	5
Symposium (120 min)			
Number of speakers	4	5	6
Time for each talk	23	17	14
Time for each discussion	5	5	5
Symposium (110 min)			
Number of speakers	4		
Time for each talk	20		
Time for each discussion	5		
Workshop (75 min)			
Number of speakers	3	4	
Time for each talk	18	12	
Time for each discussion	5	5	
Proposed workshop (75 min)			
Number of speakers	3	4	5
Time for each talk	18	12	9
Time for each discussion	5	5	5
Proposed workshop (105 min)			
Number of speakers	4		
Time for each talk	20		
Time for each discussion	5		

Instructions for Oral Presentation

- Oral presentations should be done by PC (PowerPoint) with a single screen display.
- To check your presentation data, "SPEAKERS' READY" Desk is provided in the lobby of 1st Floor, South Wing, Kobe Portopia Hotel (in front of Venue B, C and D). Speakers should finish their data check by the day before their presentation. "SPEAKERS' READY" Desk is available as scheduled below.

	Thursday, October 28	Friday, October 29	Saturday, October 30	Sunday, October 31	Monday, November 1
"SPEAKERS' READY" Desk is open	11:00-19:00	7:00-17:00	7:00-17:00	7:00-17:00	7:00-15:00

- Please ensure that you are seated in the Next Speaker's Seat at least 15 min prior to your presentation.
- All speakers are requested to operate the slide by themselves, using provided equipments (screen display, keyboard, and mouse).

5. Please note that presentation ending signals will be given : Yellow light one minute prior to the ending. Red light when the time is over. Please keep to the time in order to ensure the smooth operation.
6. Audio equipment is provided.
7. Please pay careful attention not to identify personal information during presentations.

Instructions for Data Presentation

1. The operating system on the session rooms is Windows XP/Vista/7.
2. The software is PowerPoint 2003 or 2007 (movie file should be played by Windows Media Player).
3. When preparing your presentation, please use standard fonts (e.g., Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia and Helvetica). Unusual fonts may not translate. If you are using a font that is not standard, it may cause troubles such as character skew, paragraph skew, character corruption or character undisplayed.
4. You are requested to bring your presentation on a Windows readable USB flash driver.
5. Please do not bring any other than your presentation data on the presentation day.
6. If your data include movies (except the animation of PowerPoint), please bring your own PC.
7. Abstract number and first author's name should be indicated in the file name. If your presentation is linked to other external data (e.g., still images, movies and graphics), please include in the same folders as your presentation. Copy the entire folder to the USB flash drive.
8. XGA 1024 × 768 resolution, only 60Hz. If it is bigger than this, the slide may not fit into the screen.
9. Please make sure that virus check is executed beforehand.
10. The Secretariat responsibly erases the presentation data temporarily saved in the supplied PC.

For Chairpersons

1. No reception desk for chairpersons is available. Chairpersons should come to the venue 10 min prior to the beginning of your designated session. You are kindly requested to be seated at the Next Chairperson's Seat located in the right front row)
2. All chairpersons are asked to ensure that all sessions start on time and finish punctually as scheduled.

Other

* Picture taking, picture recording and audio recording during presentations are prohibited expect your own presentation.

Poster Presentation

The Poster Presentation will be made in two ways.

- "Free Discussion" takes place every evening from October 29 to November 1 in the Kobe International Conference Center, 4th and 5th Floor.
- "Talking Poster" takes place every day during the daytime from October 29 to November 1 at each oral venue.

Detailed schedule is in Page 51-52.

Instructions for Poster Presentation

In this congress, we decided to adopt a unique presentation style for posters, called "Talking Poster", in addition to the conventional "Free Discussion" presentation. This "Talking Poster" style will provide each poster presenter with an opportunity to orally present her/his studies using PowerPoint slides to the audiences.

The "Talking Poster" will be held in the morning and "Free Discussion" will be scheduled in the afternoon of the SAME DAY. Accordingly, please note that all poster presenters are requested to prepare both soft copy and hard copy versions of their presentation : PowerPoint file for the "Talking Poster" and an ordinary poster for the "Free Discussion".

Presenters who will present two posters in the different rooms on the same day must move between the two rooms during both Talking Posters and Free discussion.

Schedule for Poster Presentation is shown in Pages 52-125.