

# Information for Chairmen and Speakers

---

## For Chairmen:

Please kindly note the following when leading your session:

- Come to the desk "Registration Chair, Speaker, Poster" upon arrival.
- Be at the room, take next chairman's seat, 15 minutes prior to the session's starting time.
- We leave the proceeding of the session to you, but make sure the session ends on time.

## For Oral Session Speakers:

### 1. Presentation Length:

- Alimurung Lecture: 60 min.
- Session 1,3: 20 min. (15 min. presentation + 5 min. Q&A)
- Session 2: 10 min. + Discussion
- Session 4: 15 min. + Discussion
- Session 5: 30 min. (20 min. presentation + 10 min. Q&A)
- Session 6: 12 min. (9 min. presentation + 3 min. Q&A)
- Session 8,9,10,11: 10 min. (8 min. presentation + 2 min. Q&A)
- Session 12: 5 min.

### 2. Presentation Data:

Please note the following points when preparing your presentation material.

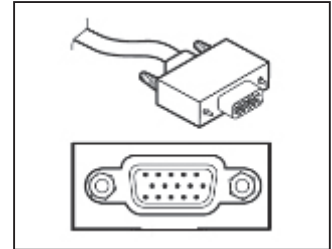
- Computers at the venue will be installed with Windows7.
- PowerPoint 2007/2010/2013/2016 will be installed on the computers.
- We recommend to save your material in PDF format to avoid layout and encoding problems.
- Bring your presentation material saved in a USB memories, which is readable on Windows computers.
- Name your file as "Presentation No\_Presenter'sName.ppt".  
Ex. S2\_1\_Name.ppt
- Secretariat will copy your presentation materials to the PCs at the venue, but your data will be discarded the data after the meeting is over.

Please bring your PC when:

- Your presentation includes audio and/or video files.
- Your PowerPoint presentation is hyperlinked to any outside source.
- Your presentation material is not prepared using the OS and Microsoft Office applications indicated above (e.g. Macintosh and its version of Microsoft Office applications).

When bringing your own computer, please note the following:

- Your PC needs to have a female mini D-sub 15 pin output for our VGA cable. If your laptop does not have this output, please bring a converter.
- Perform virus check on your PC.
- Turn your computer's sleep mode off.
- Do not forget to bring an electrical adaptor.
- Prepare backup data ready in a CD-ROM in case connecting your laptop to the projector is unsuccessful.



### 3. Data Registration and Presentation Instruction:

- All the oral speaker should come up to "Data Registration Desk".

Please note the following points regarding data registration.

- Finish data registration at least 30 minutes prior to your presentation time.

Place: Data registration desk (in front of Inamori Hall)

Time: November 11 (Fri.) 9:00 – 18:00

November 12 (Sat.) 9:00 – 16:30

November 13(Sun) 9:00 – 10:00

- Presenters who will bring own laptop: Use the "Data Registration Desk" to check the layout and setting.
- If you are using your laptop, take it to the operation desk.
- When speaking, use the mouse and/or the keyboard to forward pages of your PowerPoint file.
- Follow the session chair's instruction.

Q&A : Please note the following points.

- Speakers: Please stand in front of the microphone.
- Questioners: Introduce yourself (organization and name) before making questions and comments
- Follow the session chair's instructions as time may be limited.