

## Information for Chairpersons / Speakers

### Information for Chairpersons

Please come to the Time Keeper's desk located at front in the right of Rm#501, at least 20 min. prior to your session starts. After registration for Chairpersons, please be seated in the Next Chairperson's seats.

Chairpersons are expected to ensure each presenter's allotted presentation time.

### Information for Speakers

#### Language

Presentation : Japanese or English ( by Speaker's choice.) ※Simultaneous interpretation will be provided between English and Japanese.

Presentation Materials : English

#### Presentation and Discussion time

- The presentation and discussion times for Oral Presentations are as follows:

12 min. for Presentation + 3 min. for Discussion

\* Please remain within the time allotted for your presentation.

On your speech, please proceed your speech by using the mouse or the controller on the speaker's desk.

#### Presentation Data

- Please go to the PC Center at least 45 min. ( 30 min. for the Session 1 ) before the session starts, check-in and notify at the PC Center your plan to bring your own PC / Mac for presentation, check your computer if it works properly. After that, please be seated in the Next Speaker's seats located at front in the left of Rm# 501( near to the operator's desk).

- All presentation should be PC presentation.

**Windows : ※ Please choose using the Secretariat' s PC or your own PC.**

**※ Only USB flash memories and CD-R are accepted.**

**(MOs, floppy disks, and CD-RWs cannot be accepted.)**

**Mac : ※ You must bring your own PC. ( Bring also an AC adapter of your computer.)**

<PC Center>

Opening hours: Saturday, May 10 7 : 30~17 : 00

Venue : Pacifico Yokohama Conference Center 1 F

**If you use the Secretariat's PC**

- Only USB flash memories and CD-R are accepted. (MOs, floppy disks, and CD-RWs cannot be accepted.)
- OS : Windows 7
- Presentation file : Microsoft PowerPoint 2007, 2010, 2013
- Fonts : Only Windows standard fonts
- Playback movie files : Only Windows Media Player can be used to playback files.(No audio)
- No audio output will be used for the presentation.
- Your media should contain only the presentation data for the Congress.
- Your presentation data file should be named as < Session Number > - < Name > . ppt.
- If your presentation data is linked to other files ( i.e. still or moving images, graphs, etc.), those linked files should also be saved in the same folder, and the links checked beforehand.
- The Secretariat is responsible for destroying all copies of any data after the session.

**If you bring your own PC or Mac**

- The Secretariat will prepare a Mini D-sub 15 pin PC cable connector. If your machine is not compatible with this cable connector, please bring an adaptor to connect your machine to the Mini D-sub 15 pin PC cable connector.
- Please confirm that your PC can be output to an external monitor correctly in advance.
- Please cancel screen-saver and sleep/power-saving setting of your PC monitor beforehand.
- Please prepare your own AC adaptor and power cable.
- Please also bring your presentation data on a media (either on USB flash memory or CD-R ) as a backup file.

**Simultaneous interpreting Briefing**

Venue : Pacifico Yokohama Conference Center 4F (Rm# 425 )

\* Regarding time table of Briefing, it will be updated soon.

**Interpreting Briefing Documentation**

- Copy of Lecture Data
- Copy of Lecture script