Information for Chairpersons and Presenters

1. Session Time

<Distinguished Lectures, President's Lecture, Symposia, Award Winners' Presentations>
Please confirm with the information letter sent to you in advance.
<Oral Presentation>
Presentation: 8 minutes. (7 minutes after the start: 1 warning bell, 8 minutes after the start: 2 warning bell)
Q&A: 4 minutes.
Total: 12 minutes. Please adhere to the finishing times.
All presentations must be given in English. For the Q&A, the official language is English with exception to someone wishing to use Japanese with prior notification.

2. Q & A

If you have any questions, please follow the chairperson's direction and approach the microphone in the meeting room. Please express your questions concisely after identifying your affiliation and your name.

3. Proceedings

<For Presenters>
①Please present under the direction of the chairperson.
②Please use the designated seat in the front row in the room 10 minutes before the program start.
③An operator performs projection of presentation data during the presentation. The presenter may operate a mouse / keyboard at the podium, using the projection (there is no computer monitor at the podium)
<For Chairpersons>
①Please come to "Chairperson Registration" at Kissei Bunka Hall, 1st floor entrance lobby, on the day of the session.
②Please use the designated seat in the front row in the room 15 minutes before the program start.
③At the signal to start, please go to the chairperson seat on the podium and start the session.
④The chairperson is in charge of each of the sessions. Please adhere to the finishing times.
⑤For the Q&A, the official language is English with exception to someone wishing to use Japanese with prior notification. The chairperson, however, may decide whether the use of Japanese is acceptable.

4. Equipment and Reception

<Equipment>
①PC presentation (1 screen) only.
②No limits for the number of slides, but please adhere to presentation time limits.
③No sound is available.
<Preview Desk>
Hours: 13th October (Thu.) 8:30-16:30
   14th October (Fri.) 8:30-16:30
   15th October (Sat.) 8:30-13:00
Location: "Preview Desk" at the 1st floor of Kissei Bunka Hall.
①All speakers must go to the preview desk at least 30 minutes before presentations for checking of operations.
②If you wish to use your own PC, you must submit your PC to the operator at the meeting room for a connection check. Please pick up your PC immediately after the presentation.

5. Presentation Data

<If Bringing Data (Windows only)>
①Only use the following OS, applications, and movie files:
   OS…Windows7
   Applications…PowerPoint 2010, 2013
   Video files…playable with Windows Media Player
   *Macintosh PowerPoint is unsuitable.
   *Keynote is not available.

②In order to prevent abnormalities of balance of screen layout or garbled characters, please use OS standard font.

③Only USB flash memory or CD-R may be brought.
　　*Please do not have other data than that to be used for the presentation for the day.

④If other data (pictures, animation, graphs, etc.) are linked to the presentation, backup all original data and please check operations in advance with a PC other than the PC which had the data created.

⑤Please input presentation number and speaker name into a file as follows:
　　example: *01-1 Taro Matsumoto file → 01-1 Taro Matsumoto.ppt

⑥In order to prevent viral infections to the system in the hall, please be sure to perform virus checking of media in advance using updated security software.

⑦In the preview room, we have updated virus security, and although we have taken all possible precautions, virus infection is always a possibility.

⑧Presentation data will be saved to a server in the preview room, and responsibly deleted after the meeting end.

<If Bringing Your Own PC (Windows or Macintosh)>

①Please check your PC output terminal and bring the regular monitor terminal (MiniD-Sub15 pin 3-row connecter) for connection to the monitor.

②The resolution of the projector is XGA (1024x768 pixels).When a change of resolution is required, please set up the resolution on the PC beforehand.

③Even if animation / pictures are displayed correctly on the PC monitor, caution that external output may not actually be carried out. Please be careful, if you create presentation data on a PC which is not used for actual presentations.

④Please cancel/adjust screen saver and power-saving setups beforehand.

⑤Please be sure to bring a PC adapter with you. If you use only battery, it may run out during the presentation.

⑥Please be sure to prepare a copy of backup data (a USB flash memory or CD-R) just in case.

6. Poster Presentation

<Venue, set-up, display, discussion and removal time>

Poster Number	P-1 – P-12 Best Poster Award Final Competition	Odd Numbers	Even Numbers
Venue	Matsumoto City General Gymnasium 1F Main Arena		
Set-Up Time	13th October (Thu.) 8:30-9:30		
Display Time	13th October (Thu.) 9:30-17:00 14th October (Fri.) 9:00-16:50 15th October (Sat.) 9:00-11:30		
Interview	13th October (Thu.) 17:00-18:00	–	
Presentation	14th October (Fri.) 16:50-17:50	13th October (Thu.) 17:00-18:00	14th October (Fri.) 16:50-17:50
Removal	15th October (Sat.) 11:30-12:00		

-At this meeting, we have established the "Best Poster Award."
A best-poster award selection committee selects the subjects (Finalists) for the final selection from the general presentations (poster presentations).

-The selection committee will interview the finalists from 5 PM on the first day, and elect the top 5 subjects for the best poster prizes. Entering the room / viewing posters during the interview is not permitted.

-After the symposium 12 on the third day (15th Oct.), an award ceremony for best poster winners with a certificate of merit and an extra prize presented in the Kissei Bunka Hall (Main Hall).

<Poster Exhibition Guidelines>
    ① Please draw up all poster notice manuscripts in English.
    ② The size of the poster panel is 90 cm (W) x 210 cm (H).
    ③ A subject number (20 cm x 20 cm) is prepared by the secretariat, and is affixed on the upper left end of the poster board.
    ④ Please prepare a subject title including affiliation and author names (presenter name) to fit 20 cm by 70 cm, and the contents to fit 90 cm (W) x 140 cm (H). (Refer to right figure)
    ⑤ Thumbtacks (Drawing pins) will be prepared at the poster panel by the secretariat.
The affixing should use thumbtacks (drawing pins) and should be secured firmly.
※ Please, do not use tape or nails.
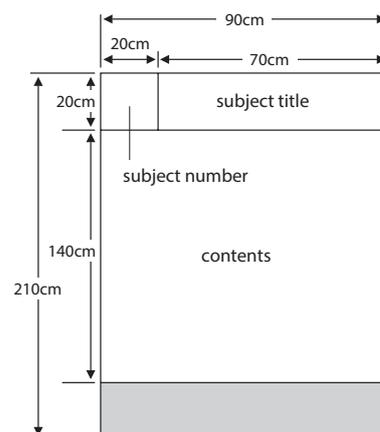
<Poster Presentation>
    ① The presenter needs to stand by in front of his/her poster during presentation times while wearing presenter ribbon.
    ② There is no announcement of the chairperson's approach.
    ③ Presentations can also be done in Japanese.

<Poster Removal>
    - Please be sure to remove everything.
    - The secretariat office will dispose of all posters and related leftovers after an appointed time.

<Change of subject name and/or presenter>
    - Change of subject is not permitted. If withdrawal or presenter change arises, please contact the secretariat promptly.