

Guideline for Moderators and Oral presenters

For Moderators

- Please take the chairperson's standby seat at least 15 minutes before the beginning of your session.
- Chairpersons are asked to remain within the time allotted for the session and each presentation.
- During the Q&A period, please ask people with questions and/or comments to stand in line by the microphone in advance.

For Oral Presenters

(1) PC preview center

Please come to PC preview center at least 30 minutes prior to the beginning of the session.

Place : 2nd floor, front of the room "Aoi", Kyoto Garden Palace Hotel	
October 28th, 2018	15:00-18:15
October 29th, 2018	8:30-17:00
October 30th, 2018	8:30-14:00
October 31st, 2018	8:30-11:00

(2) Slide preparation

- Please prepare your presentation slides on a Windows readable USB flash drive or CD-ROM. In case you use video files, you should bring your own laptop and make sure that the data is applicable to Windows Media Player.
- The secretariat recommends the standard fonts (e.g., Helvetica, Arial, Times New Roman) to avoid screen layout imbalance. Other fonts may not be displayed properly.
- Include any external files utilized (e.g. movie files) in the same folder as your presentation slides. Copy the entire folder to the USB flash Drive or CD-ROM.
- Video clips (other than certain animated gif files) should not be embedded in PowerPoint presentations except for PowerPoint 2010 or later; you have to bring separate video files (WMV type is recommended) and submit them along with your presentation slides.
- In order to avoid virus infection, please scan your data with updated anti-virus software beforehand.
- COI slide requires to place on the first page or on the 2nd page if the first page shows session title and the names of presenters. Refer to sample COI slides (attached).

(3) Macintosh computer users

If you would prefer to use presentation slides created in Macintosh, you should bring your own Macintosh laptop- all presentation PCs ready in the session room will be Windows PCs. Technical issues may arise when PowerPoint files created on a Macintosh are run on a Windows PC.

(4) Laptops

- Speakers using their own laptops MUST HAVE a VGA D-sub 15pin female output to connect to external monitors and data projectors. A VGA adapter is required for some laptops to use the D-sub 15pin. So please bring it if it is necessary. The laptop output resolution should be no more than XGA (1024 x 768).

The higher resolutions than the native resolution (1024 x 768) would possibly lose some information or not project properly by forcing the data projector into a compression mode.

- You should have your data backed up in an external storage in case of technical trouble.
- Please turn off both the screen-saver and energy saving mode beforehand.

(5) After slides registration

- Please be seated in the speaker's standby seat during the presentation directly before yours.

Instructions for Poster presentations

I . *Schedule*

Posters will be displayed during the congress.

Posting, presentation and removal times are scheduled as below.

Please note that any posters remaining over the removal time will be disposed of by the Secretariat.

Place : In the lecture room (2F, Aoi room, Kyoto Garden Palace Hotel)	
Preparation Time	October 28th 15:00-16:30
Presentation Time	October 29th 15:55-17:35
Removal Time	October 31st 11:30-12:00

II . *For poster presenter*

- The authors will prepare their poster in advance and bring it to the venue.
- All posters will be displayed on the designated panels by the authors before starting the conference. Since the poster presentation room is as the same room in which the lectures will be held, please do not prepare your poster during the lectures.
- Please stay around your poster between 16:20~18:00 on Monday, October 29.
- All posters will be removed by the authors after the conference.
- Each author is allocated the space 210cm high x 90cm wide.
Please do not exceed the space allocation.
- There is no moderator.
- "Poster No." will be prepared by secretariat.

