**FOR SESSION CHAIRPERSONS**
· Please come to your session room at least 15 minutes prior to the beginning of the session.
· Please keep the time schedule and give warnings to the speakers, if necessary.

**FOR ORAL PRESENTERS**

### 1) PC Preview Corner
There is no PC Preview Corner. PLEASE REGISTER YOUR PRESENTATION SLIDES AT THE OPERATOR'S DESK IN YOUR SESSION ROOM BEFORE THE SESSION STARTS.

### 2) Slide Preparation
· Bring 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 2010/2013; you have to bring separate video files (WMV type is recommended) and submit them along with your presentation slides.
· Please name your file as : "Program no. (or session name)_presenter name.ppt (pptx)"
· In order to avoid virus infection, please scan your data with updated anti-virus software beforehand.

### 3) Macintosh Computer Users
If you would prefer to use presentation slides created in Macintosh PC, 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. Special video output cable is required for some laptops to use the D-sub 15pin. Please note that we do not have that special cable and you must 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.
· Please name your file as : "Program no. (or session name)_presenter name.ppt (pptx)" and save it on the desktop or create a shortcut on the desktop.
· 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 at the speaker's standby seats in the front row before the session starts.