

Invited Sessions: Instruction for Chairpersons and Speakers

For Chairpersons

1. All chairpersons are requested to be seated on a chair prepared for the Next Chairperson in the lecture room, no later than 15 minutes prior to the start of the session.
2. Staff are allocated to each room, but in case announcements would not be made with the exception of Century Hall. Session progress will be left entirely upon chairpersons. Chairpersons are asked to ensure all sessions to start on time and finish punctually as scheduled. Additional remarks, discussions and its proceedings will be left entirely upon chairpersons decisions.
3. In the case of early completion of the previous session, please wait to commence your session until the specified starting time on the program.

For Speakers

1. Presentation schedule is as informed by the secretariat prior to the congress. There will be no timekeeper present. All speakers are asked to keep the allocated presentation time.
2. Only computer presentations will be provided in the oral sessions. We regret that no slides or OHP may be used.
3. **Please prepare presentation materials (PowerPoint) in English.**
4. Audio-Visual Materials
 - 1) Please save your data in one of the following media: CD-R or USB memory, and deliver it to the PC Center.
*For those wishing to use movie, we recommend you to bring your own personal computer. Please make sure to check that your data has not been infected by any virus in advance by using the most up-to-date version of your security software.
 - 2) Please submit your data at the PC Center, and carry out a test and check whether all the data appears properly. Your data will be on standby at the lecture room.
 - 3) If you need assistance on the operation, please do not hesitate to contact staffs at the PC Center.
 - 4) When you are next one in line to give your presentation, please take a seat on the Next Speakers Seat.
5. PC Center will be open during the following hours. Speakers are requested to present their materials at least 45 minutes prior to their presentation. For those speaking for sessions scheduled in mornings, and speakers of Morning Lectures that are both arranged after the second day of the congress, are asked kindly to deliver your presentation data to the PC Center in the afternoon of the preceding day of your presentation.

PC Center

- * PC Center : Nagoya Congress Center, Bldg.1, 2F, Century Hall Foyer.

Oct. 28 (Tue.)	8:00 – 15:30
Oct. 29 (Wed.)	7:30 – 15:30
Oct. 30 (Thur.)	7:30 – 18:00

Workshops, English Workshops: Instruction for Chairpersons and Speakers

For Chairpersons

1. All chairpersons are requested to be seated on a chair prepared for the Next Chairperson in the lecture room, no later than 15 minutes prior to the start of the session.
2. Staff are allocated to each room, but in case announcements would not be made. Session progress will be left entirely upon chairpersons. Chairpersons are asked to ensure that all sessions start on time and finish punctually as scheduled. **(Speech 7 min. Discussion 3 min.)**
3. In the case of early completion of the previous session, please wait to commence your session until the specified starting time on the program.

For Speakers

1. For each speaker, the allocated time of the speech is 7 minutes, followed by 3 minutes discussion. Timekeeper will show blue lamp on 6 minutes and red lamp on 7 minutes.
All the speakers are asked to keep the allocated time.
2. Only computer presentations will be provided in the oral sessions. We regret that no slides or OHP may be used.
3. **Please prepare presentation materials (PowerPoint) in English.**
4. Audio-Visual Materials
 - 1) Please save your data in one of the following media: CD-R or USB memory, and deliver it to the PC Center.
*For those wishing to use movie, we recommend you to bring your own personal computer. Please make sure to check that your data has not been infected by any virus in advance by using the most up-to-date version of your security software.
 - 2) Please submit your data at the PC Center, and carry out a test and check whether all the data appears properly. Your data will be on standby at the lecture room.
 - 3) If you need assistance on the operation, please do not hesitate to ask the staffs at the PC Center.
 - 4) When you are next one in line to give your presentation, please take a seat on the Next Speakers Seat
5. PC Center will be open during the following hours. Speakers are requested to present their materials at least 45 minutes prior to their presentation. For those speaking for sessions scheduled in mornings are asked kindly to deliver your presentation data to the PC Center in the afternoon of preceding day of your presentation.

PC Center for Workshops, English Workshops

- * PC Center : Nagoya Congress Center, Bldg.1, 2F, Century Hall Foyer.

Oct. 28 (Tue.)	8:00 – 15:30
Oct. 29 (Wed.)	7:30 – 15:30
Oct. 30 (Thur.)	7:30 – 18:00

Posters: Instruction for Chairpersons and Speakers

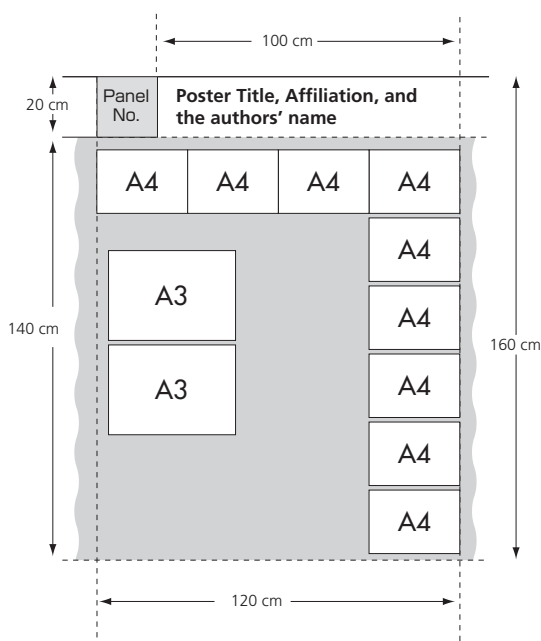
	Mounting	Viewing	Discussion(I)	Discussion(II)	Removal
Day 1, Oct. 28 (Tue.)	8:30—10:00	10:00—16:15	16:15—17:00	17:00—17:40	17:45~
Day 2, Oct. 29 (Wed.)	8:30—10:00	10:00—16:30	16:30—17:15	17:15—18:00	18:00~

For Chairpersons

1. Poster Presentation Area is classified by color, according to every abstract category. The poster discussion is divided into the first half and the second half within each category.
2. Chairpersons are requested to receive a ribbon for easy identification at the Poster Reception Desk, no later than 15 minutes prior to the start of the session.
3. Chairpersons of the first half are requested to standby at front of the poster panels no later than 5 minutes prior to the start of the session.
4. Chairpersons of the second half are requested to standby at front of the poster panels no later than 5 minutes prior to the start of the session.
5. Allocated time of the speech is **4 minutes**, followed by **2 minutes** discussion, for each speaker. Progress of the poster session will be left solely upon the chairpersons.
6. Please return the ribbon to the Poster Reception Desk upon completion of your session in charge.

For Speakers

1. Posters will be replaced every day for the next poster presentations.
2. **Please prepare presentation materials (posters) in English.**
3. Speakers are requested to receive ribbons for easy identification, and pins for mounting.
4. Chairpersons are assigned for each Poster Sessions. Each speaker is allocated with **4 minutes** for the poster presentation, followed by **2 minutes** discussion. All the speakers are asked to keep the allocated time.
5. Speakers of the first half are requested to standby at front of the poster panels no later than 5 minutes prior to the start of the session.
6. Speakers of the second half are requested to standby at front of the poster panels no later than 5 minutes prior to the start of the session.
7. Please check the Poster Session Area on this program to find location of your poster assigned board. Speakers are requested to mount poster on the assigned board. Poster panels are in size of 120cm wide x 160cm high. Please refer to the diagram, and use bigger fonts for easy read. 20cm x 100cm in width of upper part of the panel is to be used for labeling your Poster Title, Affiliation, and the authors name.
8. Please remove your poster upon completion of your session by 18:30. Please return the ribbon and pins to the Poster Reception Desk.
9. Any posters remaining on panels after the removal time will be discarded by the secretariat.



A4 size : $4 \times 6 = 24$

A3 size : $2 \times 4 = 8$

Guidelines for Computer Presentations

You are allowed only to use personal computers for your presentation.

Please save your presentation data following the guideline given below, and save on either a CD-R, or a USB memory. For smooth progression of the sessions, speakers are requested to follow the guidelines.

	Windows	Macintosh
Personally brought laptops	○	○
Bringing only storage media (USB memory / CDR)	○	○
Applications	PowerPoint 2003, 2007	PowerPoint 2004, 2008
Video applications	Windows Media Player	QuickTime Player

OS and Applications

OS: Windows XP
Macintosh OS X

Applications: PowerPoint only

Windows: PowerPoint 2003 / 2007

Macintosh: PowerPoint 2004 / 2008

Monitor Size (Resolution)

XGA (1024 x 768) *Please check in advance that all the data appears properly under the specified condition.

Back Up Data

Please bring a backup data to the congress site if at all possible.

Font

Please use default-setting fonts of Windows /Macintosh.

English: Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New, Georgia

Using any other fonts may cause alphabets to turn into garbage characters.

Data Volume

Invited Sessions: maximum 100MB

Workshop, English Workshop: maximum 30MB

Please write file names in the following manner:

"Session number_Speaker's name.ppt"

Movies

Movies should be prepared in Windows Media Player for Windows users and QuickTime Movie for Macintosh users.

Movie data should be saved in the same folder with your presentation data.

* Points of caution regarding video files

For Windows users, please bring a video file that can be played using codec that can operate on an XP operating system and Windows Media Player 9 in their default settings (We recommend video files to be WMV formatted). For Macintosh users, please bring a video that can be played using codec that can be operated on an X operating system and QuickTime Player in their default settings (We recommend video files to be MPEG-1).

PC Media

For those wishing to carry out presentation directly from your own PC, please bring it to the presentation site.

** Please bring an AC adapter for your PC.

** For PC with different pin types, please make sure to bring a converting cable to D-sub 15 pins type.



15 pin Mini D-sub Examples of external connector attachments

** Please prepare a backup data either with CD-R or USB memory.

Sound

Sound function will be available.

Presentation in the session rooms

LCD monitor, keyboard and a mouse are available on the podium. When you come up to the stage, your first slide will be projected on the screen automatically. Any following operations must be self-operated by the speaker. For those who wish to have an operator for PC handlings, please contact the PC operator positioned next to the podium.

Data Erase

All data saved into the server will be completely eliminated upon completion of your presentation.

Inquiries

For any inquiries, please contact to the secretariat: jca67@convention.co.jp