

- There is no limit on the size of your presentation file. However, if the size of your presentation file exceeds 1GB, please bring your own PC.
- You can use audio or video in your presentation. If you use video which is encoded with a specific codec in your presentation, we recommend you bring your own PC. We also recommend any video data to be in WMV or MP4 format which can be played on Windows Media Player 11.
- All data files should be in one folder, including any reference files such as video files.

Speaker Ready Room:

- Please register your presentation data at the Speaker Ready Room in the facility where you will be delivering your presentation.

Registration Desk Hours:

March 18 (Fri.)	7:00 – 18:00	Lobby, 2F Conference Bldg., Sendai International Center
March 19 (Sat.)	7:00 – 18:50	
March 20 (Sun.)	7:00 – 17:30	
March 18 (Fri.)	15:30 – 18:00	Lobby, 1F Tohoku University Centennial Hall
March 19 (Sat.)	7:45 – 18:50	
March 20 (Sun.)	7:45 – 17:30	
March 18 (Fri.)	7:45 – 18:00	Lobby, 2F Sendai Civic Auditorium
March 19 (Sat.)	7:45 – 18:50	
March 20 (Sun.)	7:45 – 17:30	

- The medium you may bring should be a USB flash memory drive or CD-R.
- When writing onto a CD-R, use only the hybrid format (ISO 9660), as using special functions such as “Packet Write” may cause problems with data display.
- To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.
- After saving your presentation file on the appropriate medium, do a test run on another PC to make sure it works normally.
- Any copies of your presentation data which the Secretariat has received will be deleted after the meeting.
- If you have any inquiries on the above, please contact the Management Secretariat (at Japan Convention Services, Inc.).
E-mail: jcs2016@convention.co.jp

After Data Registration:

- Please be seated on the speaker’s standby seat during the presentation directly before yours.
- A mouse and keypad are available on the podium table for your use.

Presenters for the Featured Research Session and Oral Presentation:

- Each presentation in the Featured Research Session and Oral Presentation should be completed within 15 minutes (10 minutes for presentation and 5 minutes for questions and answers).
- Keynote Lectures in the Featured Research Session are to be kept within 20 minutes including questions and answers.
- At 1 minute before the end of your presentation, a yellow warning light will appear, and at the end of the presentation time the light will turn red.
- Please avoid using a function of [Presentation Tools] in PowerPoint (or keynote of Macintosh), for the purpose of keeping the programs smoothly. Therefore the slide show is mirrored. When you have any inconveniences, please do not hesitate to contact the Management Secretariat.

Presenters for other sessions:

- Detailed information about your session will be announced before the meeting.
- At 1 minute before the end of your presentation, a yellow warning light will appear, and at the end of the presentation time, the light will turn red.
- Please keep the presentation within the time limit that has been suggested to the presenters.