

## Instruction for Oral Presentation Speakers

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1. Only computer presentations are available for the oral sessions.
2. Your presentation data must be prepared in English.
3. Please list any financial relations with commercial interests and place a slide at the beginning of your presentation data. If there is nothing to be disclosed, insert a slide to demonstrate that they have nothing to disclose.
4. Oral Presentation Guideline
  - ① Please bring your presentation on a USB flash drive to the Speaker Ready Desk. Windows is the only operating system available for the presentations. If you have prepared the presentation data on a Macintosh, you are required to bring your own laptop with a VGA adaptor or HDMI adaptor. \*For those who have video clips in their presentation data, please bring your own laptop. You are also required to check that your data has not been infected by any virus in advance by using the latest version of the security software.
  - ② Please review your data at the Speaker Ready Desk and check whether all the data are shown properly.
  - ③ When you use your own laptop, you are also required to check your presentation data at the Speaker Ready Desk and bring your laptop to the operation desk in your session room 30 minutes prior to the session starts. We will return your laptop at the operation desk after the session.
  - ④ If you need any assistance with the set-up, please do not hesitate to ask for an assistance at the Speaker Ready Desk.
  - ⑤ When you are next in line to give your presentation, please be seated at the Next Speakers Seat.
  - ⑥ 31st JSHBPS will not be responsible for any troubles caused by operation or actions that do not follow the guidelines.
  - ⑦ Please do not use Presentation Tools function in PowerPoint.
5. Speaker Ready Desk will be open during the following hours. Speakers are required to present their data at least 30 minutes prior to your session starts. If your session is the first one in the morning, you are advised to bring your presentation data on the day before the session is scheduled.

### Speaker Ready Desk (Main Entrance Lobby, 3F, Sunport Hall Takamatsu)

June 13 (Thu.)	10:30 - 18:30
June 14 (Fri.)	7:30 - 17:00
June 15 (Sat.)	7:30 - 14:55

## **OS and Applications**

OS: Windows 10

Applications: PowerPoint 2010/ 2013 / 2016

## **Monitor Size (Resolution)**

XGA (1024 × 768)

\*Please check in advance that all data appear properly.

## **Backup Data**

Please also bring a backup data on a media (either on USB or CD-R).

## **Font**

Please use default-setting fonts of Windows 10.

## **File Name of the Presentation Data**

Please write file names in the following manner: "Presentation Number\_Speaker's Name.ppt"

## **Videos**

If your presentation includes video clips, it is recommended to use your own laptop for presentation. Videos should be prepared in Windows Media Player for Windows users and QuickTime Movie for Macintosh users. Video data should be saved in the same folder as your presentation data.

## **Audio**

Sound function will be available.

Please notify the Speaker Ready Desk staff if your presentation data contains audio files.

## **Presentation in the session rooms**

When you come up to the stage, your first slide will be projected on the screen automatically.

Any following operations must be selfoperated by the speaker. For those who wish to have an operator for PC handlings, please ask for an assistance.

## **Data Deletion**

All data saved into the server will be completely deleted upon the completion of the Congress.