

Information for Presenter

For Plenary Speakers, Invited Speakers, Oral Presenters

- Please provide and test your presentation slides at least **30 minutes before** your presentation session at the Preview Center (in front of your session room/ Exhibition Hall 1-B, B1).
- Please arrive at your session room at least 10 minutes before your session starts.
- The session room will be equipped with one laptop (installed with Windows10/Microsoft PowerPoint 2010, 2013, 2016/ single screen only) and a LCD projector. It is highly encouraged that all speakers use the provided laptop to prevent the connection problems and save the installation time.
- Screen ratio is 4 : 3 in a Session rooms.
- If your presentation file is made using Macintosh, please bring your own laptop with a VGA adapter. (recommend genuine product or products with Apple MFI Certification)
- Please bring a power adapter if you intend to use your own laptop. Might be necessary to prepare a VGA adapter although it's a Windows PC. Please turn off a function of screen saver and energy saver. (As well as hot corner of Macintosh)

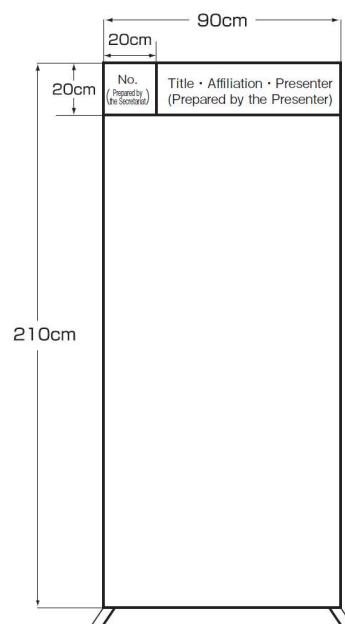
Connecting a laptop using an VGA cable



For Moderated Poster Presenters, non-chaired Poster Presenters

- The size of panel is 210 cm×90 cm. The presentation number will be preliminarily provided on the board. Please refer to the sample below. The presenter must prepare the title for the panel.
- Please use the adhesive tapes provided onsite. *No paste, glue, thumb tacks or staples are permitted.*
- Authors who wish to keep their posters should remove them at the very end of the poster sessions.
- Posters not removed after assigned time will be disposed directly without permission.

	Presentation Period	Poster Mounting	Poster Removal
May 19 (Sat)	15:00-16:00	8:00-9:00	17:00-18:00
May 20 (Sun)	10:00-11:00	8:00-9:00	10:00-11:00



Best Abstract Awards

- **All Oral Presenter** and **Top 8 Moderated Poster Presenter** will be awarded at the award ceremony.
- If you do not attend the award ceremony, you are not eligible to receive Travel Grant.
- The award recipients will be required to present the documents (Passport for overseas and ID card for domestic participants) for collecting the award prize.