

# Instructions for Chairs and Speakers

## For Chairs

- Please take the chair's standby seat at least 15 minutes before the beginning of your session.
- Please tell session staff of your arrival when you take the chair's standby seat.
- Symposium Sessions are asked to remain within the time allotted for the session and each presentation.
- During the Q&A period, please ask people with questions and/or comments to stand in line by the microphone in advance.
- Allocated time of all sessions was communicated to organizers previously. Please respect the time for each presentation.

## For All Speakers

- Session language is English.

## For All Speakers of Oral Presentations

### 1. Speaker Ready Room (PC Preview, 2F Room K)

- Please register your presentation at the PC Preview at least 30 minutes before the beginning of your session and take the speaker's standby seat at least 15 minutes before.

- **September 4 (Tue), 2018**    **13:00 - 18:00**
- **September 5 (Wed), 2018**    **8:00 - 17:00**
- **September 6 (Thu), 2018**    **7:00 - 17:30**
- **September 7 (Fri), 2018**    **7:00 - 17:30**

### 2. Presentation Time

- |  |   |
|--|---|
| ① SYIS Oral Award Presentation           | 10 min (Presentation: 7 min + Q&A: 3 min) |
| SYIS Rapid Fire Talks Presentation Award | 7 min (Presentation: 5 min + Q&A: 2 min)  |
| SYIS Chaired Session                     | 10 min (Presentation: 7 min + Q&A: 3 min) |
| Oral Presentation                        | 10 min (Presentation: 7 min + Q&A: 3 min) |

- ② Allocated time of all sessions was communicated to speakers previously. Please respect the time for each presentation

### 3. Oral Presentation

- Oral presentations can only be made with Windows PCs (single screen only). Slide projectors are not available.
- If your presentation file is made using Windows, please bring your own laptop or media (memory) is recommended. If you bring a media device, to avoid the possible spread of computer viruses, your device will be scanned with updated anti-virus software.

# Instructions for Chairs and Speakers

- If your presentation file is made using Macintosh, please bring your own laptop with a VGA adapter (recommend genuine product). Only Media device is not available.
- The title of your presentation file should be "session title\_program No.\_your name". (e.g.: termis\_XX-001\_John Smith).
- In session, all equipment on stage will be operated by yourself at podium.
- The presentation length differs based on the sessions type and number of speakers. Each speaker has been informed of their presentation length. Please respect the time allowed.

## **4. File Management by Media Device (for Windows Only)**

- Presentation files must be in Windows PowerPoint 2010, 2013, or 2016.
- The projection screen for your session has XGA resolution (1024×768 pixels).
- To avoid display problems with your presentation, use only standard OS fonts such as Arial • Arial Gothic • Century • Century Gothic.
- 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. Please check your data with another PC to suit files can open or not.
- In presentation, speakers should operate keypad/mouse. Please avoid using [Presentation Tools] in PowerPoint (or keynote of Macintosh).
- Any copies of your presentation data which the Secretariat has received will be deleted after the meeting.

## **5. Notice when you bring your laptop**

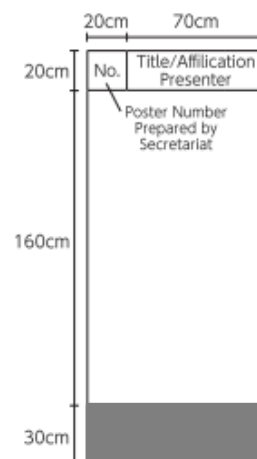
- Please bring your laptop especially for the presentation with Macintosh data. (Only media device with Mac data will not be acceptable.)
- Please bring a Media device for backup data.
- Please bring a power adapter if you intend to use your own laptop.
- You cannot connect a projector with DVI nor HDMI. ONLY VGA IS AVAILABLE.
- Please bring your laptop to operate seat yourself at least 20 minutes before the beginning of your session. Laptop will return after your session in operator seat.
- Please turn off a screen saver, energy saver, virus checker and password features in advance.
- In presentation, speakers should operate keypad/mouse software. Please avoid using [Presentation Tools] in PowerPoint (or keynote of Macintosh).

## **For Poster Session Speakers**

### **Preparation**

# Instructions for Chairs and Speakers

- The total available space for a display panel is 90 cm (width) X 180 cm (height) (including the space for the presentation number).
- Speakers are requested to prepare a paper tag to indicate the title of presentation, name of the author(s) and affiliation(s) in a space of 70 cm (width) X 20 cm (height).  
A poster should not exceed the display size of 90 cm (width) X 160 cm (height).
- Although the layout of the poster is left to the speakers' discretion, speakers are requested to arrange the poster in the order of (1)Purpose (2)Methods (3)Study/ Consideration (4)Results.  
Speakers are also requested to prepare all text in English, and all characters/charts should be large enough to be legible from a distance of 3 meters.



## Schedule / Poster Area

- Poster Area is located at Event Hall. Schedule for mounting, preview, presentation, and removal for the poster is listed as follows.

Date	Mounting	Presentation	Removal
	Preview		
September 5 (Wed), 2018	8:00-10:00	13:10-14:10	16:00-17:00
	10:00-13:10		
	14:10-16:00		
September 6 (Thu), 2018	8:00-10:00	12:40-13:40	16:00-17:00
	10:00-12:40		
	13:40-16:00		
September 7 (Fri), 2018	8:00-10:00	12:10-13:10	15:00-16:00
	10:00-12:10		
	13:10-15:00		

- All speakers are requested to follow the above schedule in mounting and removing their posters on the assigned panels. Posters that have not been removed by the end of the Removal Time, will be discarded.

## Procedure

- All speakers are requested to mount his/her poster on the panel assigned by the congress secretariat by 10:00 on the day of presentation.
- Speakers of the poster presentation are expected to wait ready in front of your poster panel prior to presentation time.