

Instructions for Chairs and Speakers

For Chairs

- Please take the chairs' standby seat at least 15 minutes before the beginning of your session.
- Please tell session staff your arrival when you take the chairs' standby seat.
- Chairs of 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 informed to organizers previously. Please respect the time for each presentation.

For All Speakers

- Session language is ENGLISH.

For Invited Speakers

- Please come to the Headquarters, if you need the certificate of TERMIS-WC 2018.

For All Speakers of Symposia & Oral Presentations

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

- Please finish register your presentation slide in 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 Allocated time of all symposia was informed to speakers previously. Please respect the time for each presentation.
- ② Oral Presentation 10 min (Presentation: 7 min + Q&A: 3 min)

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, each bring your own laptop or Media device (recommend USB memory) is available. If you bring data by Media device, to avoid the possible spread of computer viruses, Media device should scan your presentation files with updated anti-virus software.
- 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.
- 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.



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- All data files should be in one folder, including any reference files such as video files. Please check your data by another PC which files can open or not.
- In presentation, speakers should operate keypad/mouse with monitor. Please be avoided to use 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.
- Any copies of your presentation data which the Secretariat has received will be deleted after the meeting.

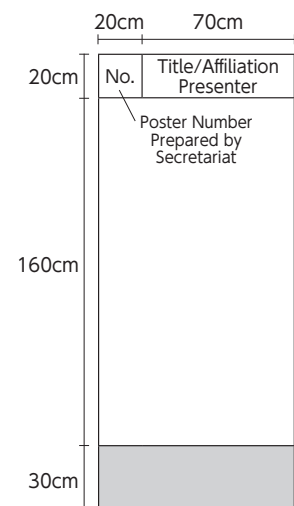
5. Notice when you bring your laptop

- 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.
- Connect a projector neither DVI nor HDMI. ONLY VGA IS AVAILABLE. Might be necessary to prepare a VGA adapter although it is a Windows PC.
- Please bring your laptop to operate sheet yourself at least 20 minutes before the beginning of your session. Laptop will return after your session in operator sheet.
- Please turn off a function of screen saver, energy saver, virus checker and password features in advance. (As well as hot corner of Macintosh)
- In presentation, speakers should operate keypad/mouse with monitor. Please be avoided to use 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. Please don't bring up your laptop on your stage.

For Poster Session Speakers

Preparation

- 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.



Instructions for Chairs and Speakers

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.
- Please enjoy Japanese Sake during the poster presentation.

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.
- In poster sessions, there is no oral presentations.
All speakers are requested to remain in the vicinity of their posters throughout the designated presentation times in order to present their works and answer questions.

