

Information for Presenters about Equipment

- Give a presentation in English, except for those who selected Japanese at the time of application.
- You may prepare hand-outs in any language at you own expense.
- It is prohibited to sell books or goods at the presentation room.
- Take 5 minutes for questions at the end of your presentation.
- Be sure to wrap up your presentation on time.

Oral Presentation, Symposium, Round Table and Workshop

【About equipment in the presentation room】

- In every presentation room, a laptop with a DVD drive and USB ports will be available.
- The installed OS is Windows 7, Japanese version, with PowerPoint 2010 and 2013 (our technician will help you open your file).
- If you wish to use different software, bring your own computer.

- If you use our laptop, prepare your presentation in basic fonts of Windows 7, such as Century, Arial, or Calibri, etc. You may bring your own computer as well.
- In case you use a Mac, bring your own Macbook with an adaptor to connect it to a D-SUB mini 15pin AV cable (see the picture).



- Playback-only devices, such as CD player, DVD player, or Blu-ray player are not available. You can play audio or video files with your own PC. We will prepare a 3.5 mm stereo mini plug for audio output (see the picture).



【Cautions】

- If you give a presentation using a PC installed at the venue, bring your data in a USB flash memory, a CD-R, or DVD-R.
- In case you use audio/video or presentation software other than Microsoft power Point, be sure to bring you own computer and back-up data.
- In case the audio/video output of your computer is in trouble, you may switch to the PC at the venue. In that case, normal play will not be guaranteed.
- If you are going to play audio or video files in your presentation, or use presentation software other than Microsoft Power Point (2003 ~ 2013), be sure to bring your own PC.
- We recommend that you bring backup data just in case.

【Media Check】

- You need to go to the Media Center to check the operation of your presentation material or your own PC during the assigned time of your presentation day.
- If audio and/or video files are embedded in your presentation file, please do not forget to confirm if they are played properly.
- We will inform you of the location of the Media Center and the designated time later.

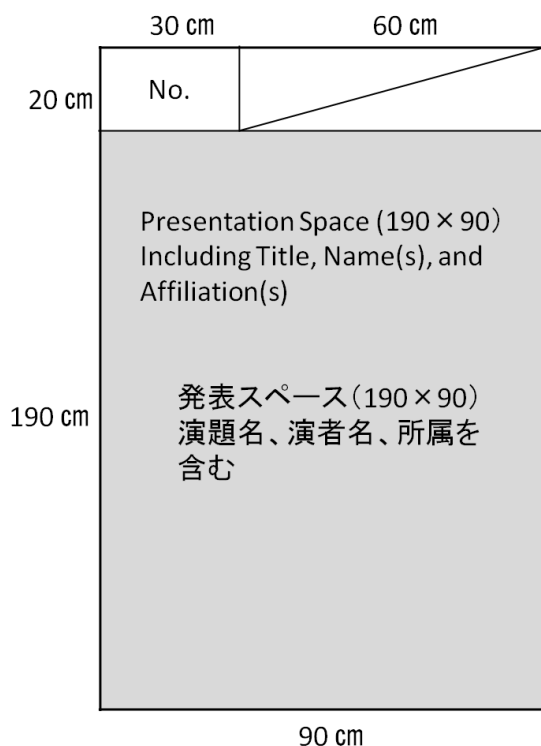
For workshops

- The hosting organization will provide a PC and an electronic piano or a keyboard. Presenter(s) should bring other instruments.
- In case your work shop would cause a great amount of volume or require special settings, please notify the desk of the Congress Secretariat (wcmt2017@jmta.jp) by the end of May, 2017.
- Set up and wrap up your workshop within the break for subsequent presenters. The break between two consecutive workshops in the afternoon is only 15 minutes.

Poster Presentation

- Poster(s) is /are should be prepared in English with presentation title, author names, and affiliations.
- Text and figures should be large and clear enough to be viewed from the distance of at least one meter.
- Please feel free to use the space of 190 centimeters high and 90 centimeters wide.
- Poster numbers will be provided by the Congress Secretariat.
- Pins for attachment will be provided for free.
- Present for 45-minute at the assigned site.

Poster Size



Your poster number will be prepared in advance on the upper left of your poster space.