

Information for the Presenters

This information contains guidelines to assist presenters in preparing for presentations. Please follow instructions to avoid technical issues during your presentation.

Media Check (*except poster presenters)

If you use a PC for your presentation, you will need a media check. Please bring your PC, and/or presentation data (CD-R, DVD-R, or USB flash memory) to the Media Center. You will need to complete your media check no later than 30 minutes prior to your presentation.

Location: Media Center 2nd Floor Lobby

Media Check Hours: July 5 ~ July 8, 8:30 am ~ 5:30 pm

* All presentation data copied at the Media Check will be permanently deleted following the completion of presentations.

If you use audio or/and movies in your presentation, and use software other than Microsoft Power Point 2007-2013 version, you must bring your own laptop. Additionally, please prepare a backup of your data in case any unforeseen issues occur.

① For presenters using PC provided in each presentation room

The PC's OS is Windows 7 (Japanese version), and the application software is Office 2010 & 2013. Standard fonts supported by Windows 7 are available.

② For presenters bringing own laptop

- The connector joint to the projector is a D-sub mini 15pin. Macintosh computers often require dedicated adapters. If you are a Mac user, please bring the adapter with you.
- 3.5 mm stereo mini-plug cables are available for audio output.

If an unforeseen issue does occur and your PC is not able to project the images and/or play audio, you will need to use the available PC in the presentation room. In this case, please understand that we cannot guarantee slides, projection images, and audio will be displayed/played properly.

The assigned congress staff will ring a bell 2 minutes before the end of the presentation time. When the presentation time has finished, the bell will ring twice. Please be punctual for your presentation.

○Workshop

All presenters are responsible for loading and unloading all equipment and instruments for their presentations. If you need to change the layout of the room, or you have instruments and equipment that requires more time to set up, please set up early enough to start your presentation on time.

○Round Table / Symposium

If you need to change the layout of the room such as the position of chairs, you are responsible for setting up the room. Please restore the room after your presentation is finished.

○Poster Session

All presenters are responsible of posting and taking down the poster on their own.

Your poster number will be posted on the poster panel in the presentation room. Please present your poster at the assigned location. During the presentation period, all the presenters need to present with his/her posters for discussion with the audience.

[Posting Times] 8:30 am ~ 10:30 am on your presentation day

[Removal Times] After your presentation ~ 6:30 pm on the presentation day

※ If your poster is not removed within the assigned period, congress staff will remove and dispose.

Certificate of Presentation

After each presentation, the assigned Congress staff will provide a certificate(s) to the presenter(s).

Please note: Certificates will not be reissued.