Instructions for Chairs and Presenters

For Chairpersons (Symposia / Workshops)

All chairpersons are requested to be seated 15 minutes before the starting time. Please inform the staff standing by near you if any change from the schedule is necessary. The staff will assist with timing. Please make any necessary arrangements regarding bell signals before the session.

For Speakers (Symposia / Workshops/ Young Scientists Award Symposium)

● Method of Presentation

All presentation will be delivered by laptop computer. You are required to bring your own laptop computer and manage your own presentation with slide control switch on the podium. Please be sure to read carefully the **"Technical Requirements for Your Laptop Computer"** below.

● Arriving for Your Presentation

Please bring your laptop to the "Operator's Desk" at the front of the room by 20 minutes before your presentation.

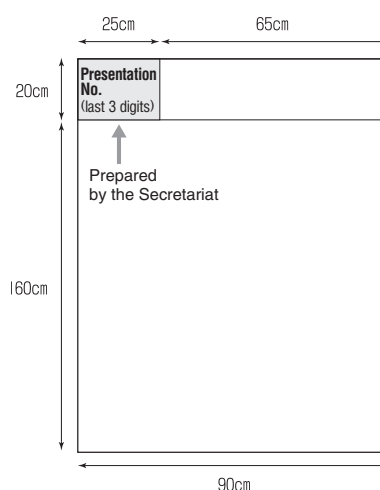---

【Technical Requirements for Your Laptop Computer】

· Your computer will link to the LCD projector in the meeting room via a VGA connector (also known as an RGB connector or a 15-pin D-sub connector). Please check whether your computer requires an adapter to accept a VGA connection. You must bring your own adapter.

·Be sure to bring a power cord for use in case the battery charge is exhausted.

· Adjust the settings to prevent activation of the screen saver or power-saving mode.
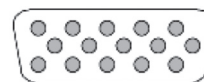
For Poster Presenters

● Schedule for Posting, Display and Removal of Posters

Posting	6/7 ~ 8	8:30 – 10:30
	6/9	8:15 – 10:30
Display	6/7 ~ 8	10:30 – 18:30
	6/9	10:30 – 14:45
Presentation · Discussion	6/7 ~ 8	Odd 13:45 – 14:45
		Even 14:45 – 15:45
	6/9	Odd 12:45 – 13:45
		Even 13:45 – 14:45
Removal	6/7 ~ 8	18:30 – 18:45
	6/9	14:45 – 15:00

25cm   65cm

20cm

Presentation No. (last 3 digits)

Prepared by the Secretariat

160cm

90cm

*Any posters remaining on panels after the removal time will be discarded by the secretariat.

1) Display Location & Panel Size

The last digit presentation number without "P-" is at the upper left corner of each panel. Use the panel that matches your number.

The panel space available for your poster is **90 cm wide x 210 cm high.**

2) Push pins

Push pins for posting the poster will be prepared on the panel.

3) Mark for Presenter's Name

Place a small circle mark to the left of the presenter's name.

4) Display Language

English

5) Text Size

The poster text should be large enough to be legible from a distance of about 2–3 meters (6.5 feet). Illustrations and charts should be as large as possible.

For Presenters of Young Poster Award Flash Talk

All those who applied for Young Poster Award are expected to make Flash Talk.

● **Time and Method**

Please make 1 minute oral presentation with only 1 slide.

● **Presentation Material**

You are required to submit your presentation slide with PDF file to the secretariat (pssj 2016@aeplan.co.jp) **no later than May 25 (Wed), JST 15:00.**

Please note that we cannot accept any replacement, modification or correction of the file at the meeting site.

● **Guideline for How to Make the Presentation Material**

① Operating Systems and Applications

Windows OS : Windows 7 or later version

PowerPoint: PowerPoint 2000 or later version

Macintosh OS : OS 10.4 or later version

PowerPoint: PowerPoint 2004 or later version

*** **Please be sure to convert the PowerPoint file to PDF file.**

② Output Resolution

The output resolution should be XGA (1024 x 768). The higher resolutions than the native resolution (1024 x 768) would possibly lose some information or not project by forcing the data projector into a compression mode.

③ Fonts

To avoid character corruptions, please use OS's standard fonts (Times, Times New Roman, Arial, Helvetica, Symbol).

④ Name of the File

Please name your file as "Presentation Number–Your Name.pdf" (i.e.1P111–Smith.pdf).

⑤ Remark

Your data files loaded on the computer provided at the presentation rooms will be completely deleted after your talk.