

Information for Organizers and Presenters

For Organizers of Symposium / Workshop / Forum

1. Arrival

Please come to the “Time Keeper’s Desk” at the right-front of the room and let the staff know of your arrival by 15 minutes before the starting time.

2. Process and Timing

The organizers are expected to ensure that all presentations start and finish punctually as scheduled. If there is any change in the programs, please let the staff know.

Staff will assist with timing. If there is no request, remaining time will be notified with bell signals as follows;

1 ring: 2 minutes to the end of lecture/presentation

2 rings: End of presentation - Start of discussion

3 rings: End of discussion - Time for next presentation

For Presenters of Symposium / Workshop / Forum

1. Language of Lecture / Presentation

Language of lectures in symposia is English.

Language of lectures in workshops differs depending on each theme. (Language of each workshop is indicated in “Program at a Glance” on page 4 - 11)

Please prepare your slides for Symposia/Workshops in English, and for forums in Japanese.

2. Time Allocation

Please be aware that the time allocation for presentation and discussion differs depending on each presentation. Staff will assist with timing. If there is no request, remaining time will be notified with bell signal as follows;

1 ring: 2 minutes to the end of lecture/presentation

2 rings: End of presentation - Start of discussion

3 rings: End of discussion - Time for next presentation

3. Presentation Method

Presentations are to be given with your own laptop. Please do not forget to bring your laptop.

※ No sound output is available. (Please refer to “Technical requirements for your laptop” on the next page.)

4. Preview

Please bring your laptop at “Preview Desk” in the room by 15 minutes before your presentation.

For Presenters of Oral Presentations

1. Presentation Language

Japanese or English (by presenter's choice)

2. Time Allocation

Each presenter has 10 minutes for presentation (8 minutes for presentation and 2 minutes for discussion).

The bell signals are given as follows;

- 1 ring:** 2 minutes to the end of presentation
- 2 rings:** End of presentation - Start of discussion
- 3 rings:** End of discussion - Time for next presentation

3. Presentation Method

Presentations are to be given with your own laptop. Please do not forget to bring your laptop.

※ No sound output is available. (Please refer to “Technical requirements for your laptop” below.)

4. Preview

Bring your computer to “Preview Desk” in the presentation room by 20 minutes before your presentation.

[Technical requirements for your laptop]

- Ensure that your computer is equipped with the proper monitor connector (D-sub 15 pin) as shown below. If your computer does not have this connection, please bring an appropriate converter with you.
- Be sure to bring an AC adaptor. Please note that voltage in Japan is 100V and the frequency ranges 50 - 60 Hz depending on the area (60Hz in Kobe). The socket is type A, which has two flat plug holes. If your laptop is not convertible, transformers and/or plug adaptors are necessary.
- **Please deactivate the screen-saver and power saving mode of your laptop.**
- Display, computer mouse, and slide operating switch will be prepared on the podium for you to operate by yourself.



D-sub 15 pin



Monitor connector

For Poster Presenters**1. Periods of Poster Display**

Each poster will be posted for one day from Dec. 1 to 3. Please set up your poster in the morning of your presentation day.

2. Posting, Presentation, Discussion, Removal

Please stand by your poster and respond to questions and discuss during the presentation and discussion time. Please wear a yellow ribbon indicating a poster presenter on your chest.

Posting	8:00 - 10:00	
Presentation / Discussion	Odd number	16:45 - 17:45
	Even number	17:45 - 18:45
Removal	18:45 - 19:00	

3. Posting Information**<Location>**

The last 4-digit of presentation number is on the upper left of each panel. Please use the panel that matches your presentation number. Push pins are prepared at each panel. Please refer to the poster / exhibition layout (on page 16 - 23) to find your panel.

<Panel size>

Each panel space available is 120 cm wide x 150 cm high. Please indicate your presentation title, author(s), and affiliation(s) on top of the poster. Your presentation title, author(s), and affiliation(s) must be written big enough to see from 5 meters away.

<Mark for the presenter>

Please put a small circle on the upper left of the presenter's name.

<Language>

Poster is recommended to be written in English. Presentation and discussion can be made in either English or Japanese. For posters written in Japanese, English information must be also provided for title, presenter's name and affiliation.

<Text size>

Text on the poster should be as large as you can read from 2 meters away. Please create the figures and charts as large as possible.

<Removal>

Please remove your poster by yourself when the presentation time is over. We do not keep or return any of the posters left.

<Example>

