
Information for Presenters

◇ Language

Prepare your slides in English and give your presentation in English.

◇ Projector

Please bring a laptop with you for your presentation. A projector is equipped in each lecture room. A sound output is not accepted.

- 1) Please prepare your presentation file in Microsoft PowerPoint.
- 2) The output resolution should be XGA (1024 x 768). The higher resolutions would possibly lose some information.
- 3) Our staff will connect your laptop to a video switcher.
- 4) The video output connector of your laptop should be “miniD-sub15pin (female)”. If your connector is a different type (for example, that of Macintosh computer), please bring a conversion adaptor.
- 5) Bring your PowerPoint file in a USB memory.
- 6) Bring your AC adaptor in case that your battery would die.
- 7) Deactivate the screen-saver and power saving mode of your laptop.

◇ For organizers of symposia & “Early Career Award in Biophysics” (ECAB) Candidate presentations

Please come to the assigned room by 15 minutes before the start of the session, and then tell our staff of your arrival. Keep the time schedule and make smooth progress in the program. As a time keeper, our staff will help you.

Time allocation:

Symposium: Time allocation will be controlled by chairpersons.

◇ For speakers of symposia & ECAB Candidate presentations

Please come to the “PC Reception Desk” in the assigned room by 15 minutes before the start of the session. Our staff will connect your computer to a video switcher.

*Please note that there is no preview room.

ECAB Candidate Presentation: Presentation 10min. + Discussion 3min. + Laptop change 30seconds

◇ For Speakers of Flash Talks for “Student Presentation Award”

Meeting place and time: Please come to your presentation room by 12:35 on the first day of the annual meeting (Refer to page 44 - 45).

Presentation time: The presentation time allotted to each presenter is 2 minutes and 30 seconds. Stop your presentation immediately when the time keeper rings the bell twice.

Presentation language: Prepare your slides in English and give your presentation in English.

Presentation slides: Your presentation slides will be installed in the PC prepared by the organizers. Please prepare the slides in the pdf format following the instructions sent to you and submit the file to the society office (bsj@nacos.com) by the deadline. You can use up to four pages including the title page prepared based on the template. If necessary, you can add a few pages to have an animation effect. The file size should be smaller than 10 MB.

◇ **For poster presenters**

		Day 1, Nov. 25	Day 2, Nov. 26	Day 3, Nov. 27
Setup, Display		8:30 – 13:55	8:45 – 14:05	9:00 – 13:35
Presentation	Odd Numbers	13:55 – 14:55	14:05 – 15:05	13:35 – 14:35
Discussion	Even Numbers	14:55 – 15:55	15:05 – 16:05	14:35 – 15:35
Removal		until 17:00	until 17:30	until 16:15

*Periods of poster display: Posters will be replaced every day for the next day's poster presentations.

*Panel size: 90cm wide x 210cm high. Push pins are available at the site.

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

◇ **Instructions for poster presentation**

A poster must be written in English.

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

◇ **Presentation types and how to read the presentation numbers**

Presentation types are Symposium Speech, "Early Career Award in Biophysics" Candidate Presentations, Poster Presentations and Flash Talks for "Student Presentation Award".

Speech at symposium: (Ex.) 1SAA-03

Presentation day (1, Nov. 25; 2, Nov. 26; 3, Nov. 27) + Symposium (S) + Session room (Room A) + AM (A) / PM (P) + Order of the talk

"Early Career Award in Biophysics" Candidate Presentations: (Ex.) 1YC1045

Presentation day (1, Nov. 25) + Young Scientists (Y) + Session room (Room C) + Starting time of the talk

Poster presentations: (Ex.) 1Pos001

Presentation day (1, Nov. 25; 2, Nov. 26; 3, Nov. 27) + Poster (Pos) + Panel number

Flash Talks for "Student Presentation Award": (Ex.) 1Pos001*

"*" is attached on the right side of a poster number.