

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

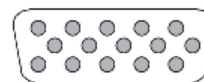
Presentations should be delivered by laptop computer. You are required to bring your own laptop computer and operate your computer. Please be sure to read carefully the **"Technical Requirements for Your Laptop Computer"** below.

● Arrival

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	6/26, 28	8:30 – 10:30
	6/27	8:15 – 10:30
Display	6/26 – 27	10:30 – 18:30
	6/28	10:30 – 14:45
Presentation Discussion	6/26 – 27	Odd 13:45 – 14:45
		Even 14:45 – 15:45
	6/28	Odd 12:45 – 13:45
		Even 13:45 – 14:45
Removal	6/26 – 27	18:30 – 18:45
	6/28	14:45 – 15:00

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

For Applicants of Poster award

For the first 10 minutes from the beginning at the presentation discussion time mentioned above, please give a presentation preferentially to the judges who wear yellow ribbons on their chest.

1) Display Location & Panel Size

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

The panel space available for your poster is **120 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

We encourage you to make the poster in English to promote internationalization.

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.2018@aeplan.co.jp)

no later than June 12 (tue), 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 oral presentation room is equipped with one screen and its resolution is XGA (1,024x768). Please adjust your PC resolution to XGA and check your layout.

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. 1P111Smith).

⑤ Remark

Your data files loaded on the computer will be completely deleted after your talk.