

For Chairs & Speakers

Instructions for Chairs

1. Please come to the room 15 minutes before your session starts. The seat for next chair will be in the front row on the right.
2. Please proceed with the session per the following time allocation.

Instructions for Oral Presentation

1. The time allotted for each presentation is scheduled as follows:
 - Special Lecture Presentation 60 min incl. Q&A
 - Educational Lectures Presentation 40 min incl. Q&A
 - Symposia Presentation 10 min + Q&A 2 min except the following:
 - SY1-1 (Keynote lecture) Presentation 20 min + Q&A 5 min
 - SY1-4 and SY1-6 Presentation 12 min + Q&A 3 min
 - General Sessions Presentation 8 min + Q&A 2 min

*You will be notified by a red lamp when your time is up.

*Please follow the chair's instructions about the Q&A session.
2. All presentations will be done on PC.
3. Please bring your PC or PC data to the PC Preview Desk at least 30 minutes prior to your presentation to register and submit it to test the connection and view your file.

The PC Preview Desk will be located and be open as follows :

Date	Time	Place
January 18 (Fri)	12 : 15 ~ 16 : 45	Lobby, 2F, Conference Building
January 19 (Sat)	8 : 30 ~ 17 : 20	
January 20 (Sun)	8 : 30 ~ 10 : 40	

4. Please come to the room 15 minutes before your session starts. The seat for next speaker will be in the front row on the left.
5. Please use the mouse and keyboard on the podium for your presentation. You are required to handle your data yourself, using the mouse or keyboard connected to the PC.
6. XGA (1024×768) is the suitable monitor size. For purpose data projection, please adjust your screen setting to XGA.
7. Sound functions will not be available.
8. Presenter View functions will not be available.
9. If your presentation includes movies and if you use Macintosh, you are advised to bring your own laptop.

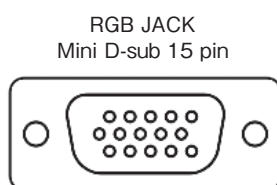
[To bring and submit your presentation data (for Windows only)]

- Please bring your presentation data (PPT). The only PC media that will be available are CD-R or USB flash drive.
- PC with Windows 10 will be equipped. Only PowerPoint 2010, 2013 and 2016 for Windows are to be used. Please make sure that the data is compatible with Media Players for Windows.
- Your presentation data and pictures and graphs linked thereto are to be saved in the same folder.

- Standard PC fonts for Windows should be used, such as Century and Times New Roman.
- Please scan your presentation data for viruses and check if the data works properly in other PCs beforehand.
- The copied data for your presentation will be deleted by the secretariat after the congress.

[To bring your own laptop (PC or Macintosh)]

- Please bring a backup data (PPT) in CD-R or USB memory stick.
- Please make sure to bring an AC adaptor (standard 2 -pin type).
- For projector output purposes, a VGA cable will be provided. Please confirm whether your PC is equipped with an RGB jack (mini D-sub 15 pin type) as standard. If you use a different type of RGB jack to connect to an external monitor, please bring it with you.



- Please cancel your password, screen saver and power saving settings in advance.
- Please pick up your laptop at the PC operators' desk in the presentation room after your presentation.

Instructions for Poster Presentation

1. Viewing only
2. Poster: 90cm wide × 180cm high
3. Presentation number will be provided by the secretariat.

Presenters are requested to follow the schedule below when mounting your poster on the assigned board and removing your poster materials from the board.

Poster set-up and removal schedule:

Date	Set-up	Poster Viewing	Removal
Friday, January 18	12 : 15 ~ 15 : 00	15 : 00 ~ 18 : 15	
Saturday, January 19		8 : 30 ~ 17 : 40	17 : 40 ~ 18 : 10

Your poster presentation number will be posted on your assigned board and the poster can be attached to the board.

Push pins for mounting your poster materials will be provided on site.

Note : All posters must be removed during the removal time on Saturday, January 19. Posters not removed will be discarded by the secretariat.

