# Information for Chairs and Presenters

## Instruction for Chairs

### 1. Arrival

Chairpersons are requested to be seated at Chairs' Desk on the stage no later than 10 minutes before the start of the session.

### 2. Proceeding and Timing

Session progress will be left entirely upon chairs. Chairs are expected to ensure that each speaker carefully observes the time allocation; to maintain the meeting schedule.

## Instruction for Oral Presenters

### 1. Visual Equipment

Only computer-based PowerPoint and keynote presentations will be accepted, and no sound output equipment will be available.

### 2. Laptop Computer

Please be sure to bring your own laptop computer. Though we have a windows PC for back up, we strongly recommend that you bring your own computer in order to avoid character corruptions.

*Please be advised that participants using Apple devices may experience difficulties connecting to the wireless network provided at the venue.

〈Technical Requirements for Your Laptop Computer〉

- Ensure that your computer is equipped with the proper monitor connector (mini 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 Nagoya). The socket is type A, which has two flat plug holes. If your laptop is not convertible, transformers and/or plug adaptors are necessary.
- Adjust the settings to prevent activation of the screen saver or power-saving mode.
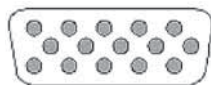
mini D-sub 15 pins        Plug

### 3. Preview and Arrival

Please bring your computer to the preview desk in Session Room at least 15 minutes before your presentation.

### 4. Presentation [Remote Presentation System]

You can control your presentation on the podium through this system, so it is not necessary to put your own laptop computer on the podium.
Please operate slides with keyboard, mouse, and display prepared on the podium. Your laptop will be kept at previewing desk while your presentation.
Please note that this presentation system USB plug will be inserted into a USB port of your computer.

### 5. Timing

In order to maintain the meeting schedule, you are requested to keep time allocation strictly.

## Instruction For Poster Presenters

### 1. Panel Size

90 cm wide x 210 cm high

### 2. Label

Each poster must have a label at the top that indicates the title of the paper, the name(s) of the author(s) and their affiliation(s). The presenting author should be marked.

### 3. Display

Put your poster on a panel that matches your poster number.

**Diagram labels:** 90 cm, 25 cm, 65 cm, 20 cm, Presentation No. (last 3 digits), Prepared by the Secretariat, 190 cm, 210 cm

### 4. Date of Poster Presentation

Dates of poster presentation are set as the following schedule depending on alphabet (A, B, or C) of poster number.

| | | |
|---|---|---|
| Poster number with A: | July 27 | 19:00-20:30 |
| Poster number with B: | July 28 | 19:00-20:30 |
| Poster number with C: | July 29 | 17:30-19:00 |

### 5. Removal

Please remove your poster between 12:30-14:00 on the last day (July 30).

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