

## **Presentation Instructions**

### **Location and Presentation Time:**

Please confirm your presentation schedule (date, time and room) in the program in advance. You are requested to go to the room where you are the speaker prior to the start of your session.

### **For Oral speakers**

Speakers are encouraged to copy their presentation data into the computer provided in the respective session rooms. Please bring your presentation data in a USB flash memory stick, and load your presentation file into the session computer before the start of the session of your presentation. Specifications of PC provided in the session rooms are as follows: HP Probook 450G1 with Windows 10 Pro 64bit and Microsoft Office 2016 (Powerpoint 2016). Speaker ready room is not prepared. You are recommended to check if your file is properly shown during the break.

In the case you intend to use your own PC for the presentation, please make sure to check the compatibility of your PC with the projector during the coffee break or lunch break prior to your session. Your PC should have a VGA (Mini D-sub 15 pin) external output terminal to be connected to the PC projector.

For those who live outside Japan, please remember to bring your own power adaptor. Your PC should be equipped with a power code suitable for a 100V, Type A (Japanese 2-pins) plug.

For Mac users, please be sure to bring your Mini Display Port to VGA Adapter for connecting to a VGA cable for the projector.

All speakers are requested to come to the session room at the break time before your session starts. For the presentation, please adhere the time limits of your presentation to ensure smooth proceedings.

**Plenary (Keynote) speakers:** All Plenary (Keynote) presentations are carried out at the Main hall of the IB building. Please confirm the date and time of your presentation in the program. Presentation time for Keynote Speakers is 50 minutes including 5 minutes of discussion.

**For Session Invited Speakers and general oral speakers:** Please confirm the date, time and the session room of your presentation in the program. Presentation time for session invited speakers is 30 minutes including 5 minutes of discussion. Presentation time for general oral speakers is 20 minutes including 5 minutes of discussion.

### For Poster Presenters

Location and Display time: Poster sessions are held on Level 1 in the IB building. Poster presentation time for the sessions 2, 3, 4, 5 and 8 is scheduled at 14:50–16:10 on Monday, September 25, 2017 and for the sessions 1, 6 and 7 at 14:50–16:10 on Tuesday, September 26, 2017. To display your poster, please find the board marked with your presentation number. Please confirm your presentation number and session in the program.

Group	Session	Set-up time	Presentation time	Removal time
Group 1	Sessions 2, 3, 4, 5, and 8	Sep. 25 <sup>th</sup> Lunch time	Sep. 25 <sup>th</sup> 14:50–16:10	Sep. 26 <sup>th</sup> lunch time (until 12:30)
Group 2	Sessions 1, 6, and 7	Sep. 26 <sup>th</sup> Lunch time (From 13:00)	Sep. 26 <sup>th</sup> 14:50–16:10	Sep. 27 <sup>th</sup> Lunch time

During the presentation time, a poster presenter is requested to stay in front of the posters for the discussion with the participants. All poster materials will be discarded if not removed from the boards by the given removal time.

### Poster Style Suggestions:

- (a) The recommended poster size is A0: 84 cm (wide) x 119cm (high)
- (b) Place the title of your presentation at the top of your poster to allow viewers to identify your presentation easily. The author's names should be listed.
- (c) Use large fonts for good readability at a distance of about 2 m. The font size should be 24 or larger.
- (d) Highlight the main results and conclusions clearly.
- (e) Use large graphics with thick lines and large markers (dots). Please make sure that the axis labels are clearly visible, legible and intelligible.
- (f) Printing service is NOT available in the Venue.