

## Guidelines for Oral Presentations

### For Moderators

- Please take the moderator's standby seat at least 20 minutes before the beginning of your session.
- Moderators are asked to remain within the time allotted for the session and each presentation.
- During the Q&A period, please ask people with questions and/or comments to stand in line by the microphone in advance.
- Detailed information about sessions will be announced before the meeting.

### For Oral Presenters

Please take the presenter's stand by seat at least 20 minutes before the beginning of your session.

- Oral Presentations can only be made with Windows PCs (single screen only).
- If your presentation file is made using Macintosh, please bring your own PC.
- If your presentation pertains to a project performed jointly with, or is supported by the private sector, please disclose this on screen.
- Please visit the PC Preview Center no later than one hour prior to your presentation in order to preview and submit your presentation in time.
- At 1 minute before the end of your presentation, a yellow warning light will appear, and at the end of the presentation time the light will turn red.
- Please report any conflict of interest (COI).

### File Management:

- Presentation files must be in Windows PowerPoint 2007, 2010, 2013, or 2016.
- To avoid display problems with your presentation, use only standard OS fonts such as Times New Roman · Arial · Arial Black · Arial Narrow · Century · Century Gothic · Courier · Courier New or Georgia.
- The projection screen for your session has XGA resolution (1024 × 768 pixels).
- The title of your presentation file should be "your presentation code + your name.ppt". (e.g.: PS1-1\_KenjiO-hata.ppt).
- There is no limit on the size of your presentation file. However, if the size of your presentation file exceeds 1GB, please bring your own PC.
- You can use audio or video in your presentation. We recommend WMV format which can be played on Windows Media Player 11. We also recommend you bring your own PC as backup.
- All data files should be in one folder, including any reference files such as video images.

### PC Preview Center:

- Please register your presentation data at the PC Preview Center.

Registration Desk Hours:

June 15 (Wed)	7:00 – 17:30	Osaka International Convention Center 10F Foyer
June 16 (Thu)	7:00 – 17:30	
June 17 (Fri)	7:00 – 16:30	

- The medium you may bring are a USB flash memory drive or CD-R.
- When writing onto a CD-R, use only the hybrid format (ISO 9660), as using special functions such as "Packet Write" may cause problems with data display.
- To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.
- After saving your presentation file on the appropriate medium, do a test run on another PC to make sure it works normally.
- Any copies of your presentation data which the Secretariat has received will be deleted after the meeting.

**After Data Registration:**

- Please be seated in the speaker's standby seat during the presentation directly before yours.
- A mouse and keypad are available on the podium table for your use.

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## Instructions for Poster Presentations

### Venues:

Osaka International Convention Center 10F Room 1004-1007

### Poster Viewing Time (tentative):

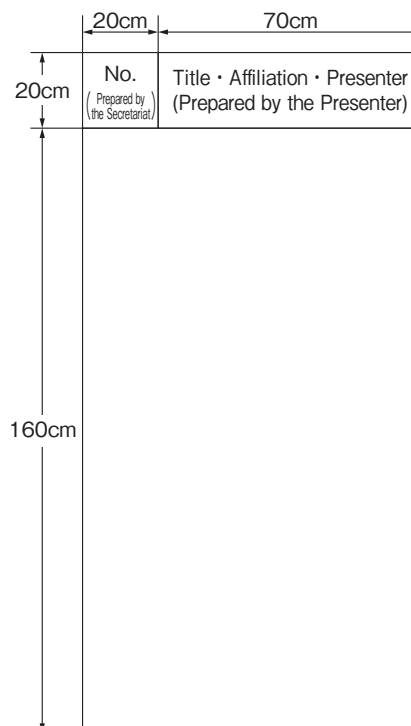
15:30 - 16:00, Wed, 15-June, 2016

13:10 - 13:50, Thu, 16-June, 2016

10:30 - 11:00, Fri, 17-June, 2016

### Arrangements of Posters:

- The size of panel is 180 cm by 90 cm. The presentation number will be preliminarily provided on the board. Please refer to the sample below. The presenter must prepare the title for the panel.



- If your project was performed jointly with, or received support from the private sector, please disclose this in your poster.