

Guidelines for Presentations

Oral Presentations:

Speaker Registration and Uploading Presentation Data

- In order to ensure that the program runs smoothly, all speakers are requested to check in their PPT data at the Speakers' Preview Desk at least 1 hour prior to the session.
- The Secretariat will prepare PCs with Windows. Please bring your presentation data (Microsoft PowerPoint 2013 or 2016 files) on USB Flash Memory.
The Speakers' Preview Desk will be open during the following hours:
 - July 1 12:00 - 16:30
 - July 2 8:30 - 17:00
 - July 3 8:30 - 16:00

File Management

- Presentation files must be in Windows PowerPoint 2013 or 2016.
- Your presentation file should be labeled with your name.
- To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.
- Please have a backup copy of your data ready in case there is a problem with your presentation data.

Speakers who bring their own PC

- Please confirm that your PC is connected properly to the preview monitor.
- Please provide your own AC adapter and connector.
The type of connector available at the Speakers' Preview Desk is a D-sub 15 pin or HDMI. We recommend that you bring your own connector in case your PC does not accept the D-sub 15 pin connector.
The adapter must be Japanese type.
- Please bring a Japanese-style electric outlet to plug in.
- Please turn off your screen-saver and power saving function and unset the password.
- Please have a backup copy of your data ready in case there is a problem with your presentation data.

After Data Registration

- Please take the next speaker's seat in the presentation room at least 15 minutes prior to the session.
- The operator will display only the first page of your presentation. Please use the mouse or the keyboard on the podium to advance to subsequent slides as you proceed with your presentation.

Time Allocation

Session	Presentation	Q & A	Total
1, 2, 3, 5, 6, 7	15 min.	5 min.	20 min.
4	10 min.	5 min.	15 min.

- All speakers are strongly requested to honor the time limit, which will be regulated by chairs.

For Chairs

Please take the next chair's seat at least 15 minutes before the beginning of your session.