

Instructions for Symposium and Oral Presentation

All speakers are kindly requested to strictly observe the allotted presentation time. In order to help you keep within the allotted time limit for your presentation, a light-signal system will be used (Yellow light - One minute remaining, and Red light - End of speaking time).

For Chairpersons

- Chairpersons are asked to remain within the time allotted for the session and each presentation.
- Please take the next chairperson's seat at least 20 minutes before the beginning of your session.

For Symposists and Oral Presenters

- Oral presentations can only be made with Windows PCs (single screen only). Slide projectors are not available.
- **Macintosh format is not applicable for USB flash memory or CD-ROM users. Please bring your own laptop PC.**
- Please visit the Speakers' Preview Desk in the facility where you will be presenting, no later than one hour prior to your presentation in order to preview and submit your presentation file.

Speakers' Preview Desk

Please register your presentation data only at the Speakers' Preview Desk of the facility where you will be making your presentation. The Speakers' Preview Desks are located in 2 different locations as follows.

	Oral Presentation	Symposium
Facility	Okayama Convention Center	Okayama Digital Museum
Conference Room	Room 301	5F
Preview & Registration	2F Lobby	5F Lobby
May 27 (Thu)	7:30–18:00	14:00–18:00
May 28 (Fri)	7:30–18:00	8:00–18:00
May 29 (Sat)	Not Applicable	8:00–12:00

Type of oral presentation: (1) presenters using their own laptop and (2) presenters using a USB or CD-R. The instructions for each type of presentation are provided below. Please carefully read the instructions that apply to you.

1. For presenters using their own laptop PC

At the Speakers' Preview Desk

- Please confirm that your own PC is connected properly to the preview monitor.

- Please provide your own AC adapter and connector. The only type of connector available at the Speakers' Preview Desk is a D-sub 15 pin (mini). We recommend that you provide your own connector in case your PC does not accept the D-sub 15 pin connector.
- Recommended OS are Windows 2000, 2002, 2003 or 2007, and Mac OSX 10.1.2 or above.
- If your presentation includes audio or video, please notify the staff.

After Data Registration

- Please take the next speaker's seat during the presentation up to 30 minutes prior to your own presentation. The operator will keep your computer and check the connection. After your presentation is over, please come to the Operation Desk to pick up your computer. Please note you will be unable to modify your data in the presentation room.
- 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.
- Please confirm that data are properly output to the external monitor from your laptop PC.
- The resolution of the projection screen is XGA (1024×768 pixels).
- Please turn off your screen-saver, 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.

2. For presenters using USB flash memory or CD-ROM

Presentations can only be given using data stored on a USB flash memory drive or CD-ROM. When using a CD-R, please use only the hybrid format (ISO9660) because using special functions such as "Packet Write" may cause your data to be illegible.

Instructions for Saving Your Data

File format: Files must be in Windows PowerPoint 2003 or 2007.

Fonts (Typefaces): To avoid display problems with your presentation, use only standard OS fonts.

File Management

- The resolution of the projection screen is XGA (1024×768 pixels).
- Maximum 512 MB is allowed for oral presentations.

- You can use audio or video in your presentation. We recommend any video data to be in MPEG format which can be played with Windows Media Player.
- All data files should be in one folder, including any reference files such as video images.
- Please have a backup copy of your data ready in case there is any problem with your presentation data.
- 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, run a test on another PC to make sure it works normally.

At the Speakers' Preview Desk

- Please confirm that the data for your presentation are displayed properly on the preview monitor.
- If your presentation includes audio or video, please notify the staff.

After Data Registration

- Please take the next speaker's seat during the presentation up to 30 minutes prior to your own presentation. Please note that you will be unable to modify your data in the presentation room.
- The first page of your presentation will only be displayed by the operator. Please use the mouse or the keyboard on the podium to advance to subsequent slides as you proceed with your presentation.
- Your data will be copied into our network server at Speakers' Preview Desk and the PC at the Operation Desk of the conference room. However, the copied data will be erased after the congress is finished.

Instructions for Poster Presentation

Poster presentation will be exhibited in the Poster Presentation Area on the fifth floor of Okayama Digital Museum, or in Room 407 on the fourth floor of Okayama Convention Center.

For Chairpersons

- Before your session, please visit the AASD Poster Registration Desks for Poster Presenters located near the entrance of each Poster Presentation Area up to 20 minutes prior to your session.
- When the session starts, please come to the front of the poster panel with the chairperson's ribbon which you will have received at the Registration Desk at the time session starts.

- The Chairperson will facilitate the presentation and discussions during the poster session.

For Poster Presenters

- Presenters should receive a presenter's ribbon at the AASD Poster Registration Desk located near the entrance of each Poster Presentation Area up to 15 minutes before their session.
- Posters will be displayed all day.
- Posting and removal times are scheduled as shown below. Note that any posters remaining past the removal time will be disposed of by the Secretariat.

Date	Posting	Presentation	Removal
May 28 (Fri)	8:30-10:30	13:20-14:20	17:00-18:00
May 29 (Sat)	8:30-10:30	13:00-14:00	14:00-15:00

- At your presentation, please come to the front of your poster panel with the presenter's ribbon received at the Registration Desk.
- Presentation time is 5 minutes: 3 minutes for presentation and 2 minutes for discussion.
- The size of the panel is 160x90 cm. The Presentation number will be provided in advance. The presenter must prepare the title for the panel.

