Presentation Instructions

Oral Presentations

Time for presentations:

   Keynote lectures: 30 minutes (including Q&A)

   General presentations: 15 minutes (including Q&A)

  Note: Please make sure that your presentation does not run over your allocated time.

  Any time taken to connect personal computers will be part of your time allocation.

Computers and Projectors:

Presenters are requested to bring their powerpoint on their own laptop, and to bring the appropriate connector for either VGA (mini D-sub-15 pin type) or HDMI projector cables. If you do not bring your own laptop, bring your talk on a USB memory stick as there will be a computer in each session room, equipped with "Windows 8.1" and "Microsoft PowerPoint 2016".

Notes:

1. If you bring a Macintosh computer, please be sure to bring an appropriate adapter for connecting to the VGA/HDMI cables.
2. Please check that your computer is charged and that the power-saving function is deactivated.
3. Please test your computer's connection to the projector in the session room prior to your session, during the coffee breaks or at lunchtime.
4. Please note that a bell will ring for one minute in all lecture rooms at the following times:
   9:00, 10:30, 10:45, 12:15, 13:15, 14:45, 15:00, 16:30, 16:45, 18:15, 18:25, 19:55, 20:05, 21:35

Poster Presentations

Poster Specifications:

  - The maximum size for a poster is A0 (Length 118.9 cm × Width 84.1 cm).

  - You will find a poster board with the number corresponding to the number of your poster. Please set your poster up in the designated place.

  - Pins to hang posters will be provided in the poster area.

Poster Set-Up/Removal Times:

  Set-Up: August 24 (Thu.) 10:00-12:00

  Removal: August 25 (Fri.) 19:05-20:00 * Any remaining poster will be removed and discarded by the secretariat.

Poster Session Schedules:

  Poster Session 1 (Last 3 digits of the poster: Odd numbers)   ex.: S1-P-**001**

         August 24 (Thu.) 16:55-18:55

  Poster Session 2 (Last 3 digits of the poster: Even numbers)   ex.: S1-P-**002**

         August 25 (Fri.) 17:05-19:05

Notes:

1. The number of your poster can be found on the website (see poster list) in advance of the meeting, as well as in the abstract book. Underlined poster numbers represent student presentations.
2. Presenters must bring their printed posters as there are no printing facilities on site.
3. Presenters are expected to be at their posters during the appropriate poster session.