Instruction for Oral Presentation

Oral presentations should be presented by PC (PowerPoint) only.
The session rooms are equipped with the following facilities.

    Windows laptop computer (MS Power Point 2003)
    Wireless microphone
    Laser pointer

You are requested to bring the data of your presentation on a CD-ROM or a USB memory (both Windows only) and upload to the computer at the room before your session start.
If you use your own PC, please connect it with the LCD projector during the coffee break or lunch time just before your session.

Speakers are kindly required to check-in at the registration desk 1 hour before their sessions.
You can check and preview your data at PC-preview room (Noyori Conference Hall 1F).

Time Allocation for Presentation
The time allocated for each presentation is as follows:

    Keynote Lecture: 40 min (including time for discussion).

    Invited Lecture: 25 min (including time for discussion)

Time duration include discussion time, and therefore please finish your presentation leaving several minutes for discussion.
In order to ensure the smooth operation of the sessions, we ask speakers to keep to the time allocation as stated.

All speakers are requested to operate the slide by themselves.

Information for Speakers who bring in own PC

Please make sure that the PC you bring in should be Windows (Windows 2000 or later versions) or Macintosh (Mac OS or later versions).

Please check the connection of the cable by the preview monitor.
The congress projectors are connected to computers via a D-sub 15-pin plug.
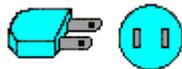*Please refer to the following figure.

	Shape of the cable terminal	Shape of the PC terminal	Note
Mini D-sub 15-pin	(Male) Usable	(Female)	These pins are arranged in three rows. Windows machines' terminals are generally shaped in this way.

If your PC does not use this type of plug, please bring the necessary adaptor with you and make sure that you can output your data from any PC.

Please confirm that your data can be output from a PC and showed at the external monitor.
Make sure that the set-up procedure of your PC differs depending on PC or OS.
If your PC needs a connector attached to the main body, please bring it with you.

In your presentation, sound can not be used.
Please deactivate the *screen* saver and power-saving of your PC beforehand.

Make sure that the power supply in Japan is 100V, socket-type A. Please check the plug type and the input voltage of your AC adapter.

Type-A plug and socket

For the backup of your presentation, please bring the data in a CD-ROM or USB memory with you.

Instruction for Poster Presentation

1) Time schedule
19 (Wed) 15:00-17:00 : Short Presentation
17:00-19:00 : Poster Session

2) Set-up and removal of posters
Panel beards for posters will be provided at <u>Symposion Hall from 10:00 AM on 19(Wed)</u>. <u>Please set up your poster *until 14:00 on 19(Wed)*</u>.

Your poster should be displayed until the banquet next day 20(Thr). <u>Please remove your poster after the banquet at *19:00 on 20(Thr)*</u>.
You are responsible for removing your poster. The Secretariat will not be responsible for loss of the poster after removal time.

2) Instruction for Short Presentation
Authors of all the posters are requested to present a 3-min short oral presentation.
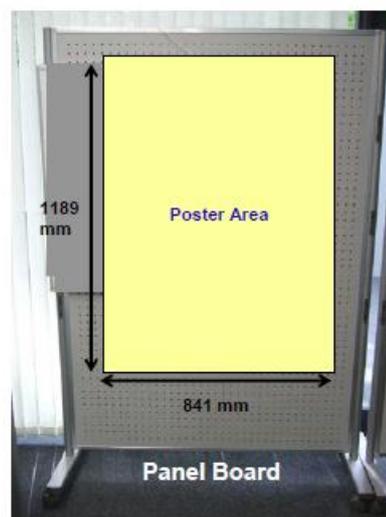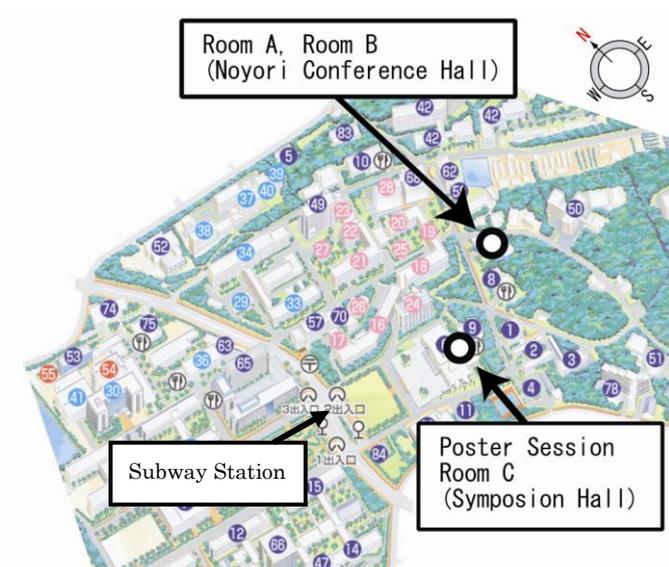Please check the room of your presentation.

Poster No.	Location
P1, P2	Room C (Symposion Hall 1F)
P3, P4	Room A (Noyori Conference Hall 2F)
P5, P6	Room B (Noyori Conference Hall 1F)

Important note: Short presentations should be presented by PC only (MS Power Point 2003 installed). The data of your presentation will be collected at the registration. Please bring your data on a CD-ROM or a USB memory (both Windows only) and upload on a PC at the registration desk. <u>The file name should be *Your_Poster_No* (ex, P1-01.ppt)</u>.
You can check and preview your data at PC-preview room (Noyori Conference Hall 1F).

4) Poster Size
Each poster area is A0 size (84 cm× 119 cm) on the panel board. Materials for attaching your poster will be available at the poster area.

Example