

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 or Later Version)
Wireless microphone
Laser pointer

You are requested to bring the data of your presentation on a USB memory (Windows only) and upload to the computer at the room before your session starts.

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 (Reception Room, 1st Floor).

Time Allocation for Presentation

The time allocated for each presentation is as follows:

1. ISAEM-2012

Plenary Lectures: 40 min (including discussion)

Keynote Lectures: 20 ~ 30 min* (including discussion)

Invited Lectures: 20 ~ 30 min* (including discussion)

* Time allocation depends on each session.

2. AMDI-3

Invited Lectures: 30 min (including discussion)

Time duration includes 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 XP 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.

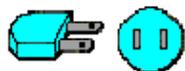
	Shape of the cable terminal	Shape of the PC terminal	Note
	  (Male) Usable	  (Female)	These pins are arranged in three rows. Windows machines' terminals are generally shaped in this way.

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 USB memory with you.