

Information for Chairs and Speakers

Information for Scientific Presentations

Guidelines for Chairs

- Chairs should take a seat in the front row of the room specially reserved for the next session's chair, at least 15 minutes prior to the session that he/she is scheduled to chair.
- As there will be no announcement or cue, please proceed to take the stage promptly at the appointed time and initiate the session. We request for your cooperation to ensure that your session proceeds according to the prescribed time limit/schedule.

Guidelines for Oral Speakers

Presentation

Speakers should take a seat in the front row of the room specially reserved for the next speaker, at least 15 minutes prior to his/her presentation time.

Allocated presentation time

Presentation time will be determined by each session's Chair according to the program schedule. We request for your cooperation to adhere to the Chair's time schedule.

PC Preview Desk

Speakers are required to upload their presentation at the PC Preview Desk at least 1 hour before the start of the presentation. AV Assistants will be available to help you.

Location:

Lobby in front of Conference Room 1 (Room A), 2nd floor

Open Hours

Thursday, April 15	14:00 - 18:00
Friday, April 16	08:30 - 18:00
Saturday, April 17	08:30 - 18:00
Sunday, April 18	08:00 - 11:00

- Only presentations using a PC are acceptable. OHP or slides are not acceptable.
- Please bring your presentation data (on your PC, USB flash memory or CD-Rom) to the PC Preview Desk.
- At the PC Preview Desk please provide staff with your session name.
- Even if you intend to use your own PC, please come to the PC Preview Desk to check that your presentation functions correctly.
- Please make sure to check the files with anti-virus software before your submission to the Desk.

Presentation Format

Please ensure that your presentation will function on the specifications given below.

OS:	Windows (2000 or later / XP / Vista) or Macintosh (MacOS9 or later)
Software:	PowerPoint 2003/2007 (for Windows) PowerPoint 2004/2008 (for Macintosh)
Fonts:	Standard Fonts for Windows and Macintosh computers
Moving Image:	Windows Media Player

- If your PowerPoint presentation includes moving images or its size exceeds 800 MB, please bring your own PC to make your presentation, and the back-up data, too.
- If you use sound data, please let us know at the PC Preview Desk.