

Information for PRESENTATIONS

ISSS-4

The conference presentation language is **English**.

Oral presentations

Oral presentations will take place at Conference room **A**, **B**, and Auxiliary Hall **C** located at 4th floor and 2nd floor of the Hall building, respectively.

Presentation time

The duration for a contributed paper is 12 min for talk and 3 min for discussion. Invited presentation consists of 25 min talk and 5 min discussion. Plenary talk consists of 45 min talk and 5 min discussion.

Please be seated at the speaker's waiting seat in your session room just before your presentation.

Presentation equipment

All the session rooms will be equipped with an LCD projector and a Laptop PC. Although an overhead projector is also provided, an electronic presentation format is preferred. A laser pointer and a lapel microphone will also be provided. Equipment for slides and video tapes are not available. Audio output is not available.

Test run of your presentation

You are requested to test if your laptop PC is appropriately connect to the LCD projector in your session room in the morning, at coffee breaks, at lunch time, well before your session starts. The technical assistants will help you to connect your PC to the projector. The LCD projector is equipped with a multi-input PC's switcher. You are requested to connect your laptop PC to the PC's switcher with a help of the technical assistant at the speaker's waiting seat. Please make sure that your laptop PC has a monitor output (D sub 15 pin) or you bring an appropriate adaptor for that, and bring an AC adaptor with you. It is recommended to bring a USB memory stick or a CD-ROM including your presentation file for in case of troubles.

A laptop PC (Windows XP with Office XP) is available at each session room. If you want to use the PC, you should bring a USB memory stick or a CD-ROM including your presentation file and test if your file works for the presentation, in the morning, at coffee breaks, at lunch time, well before your session starts. The technical assistant will help for operation (software language is Japanese). You should save your presentation file to the PC before your session starts. The file name to be saved should be your presentation number. If you are a Macintosh user, you have to be sure that your file is properly reproduced on Windows PC.

Poster presentations

The poster sessions will take place at Exhibition Hall located at B1F of the Sonic City Main Building from 14 Monday to 17 Thursday. Each poster session holds for two hours.

Mounting and dismounting of posters

Posters are being changed on a daily basis. Your poster should be displayed during the date specified for your presentation on the program. Your poster number will be displayed with printed figures in the upper left corner of the poster board.

- Posters should be mounted on the date of your presentation **between 12:00 to 16:00**.

- Posters should be **removed before 11:00** on the next day of your presentation.

Make sure to remove all poster-mounting materials from the board. The meeting staff will remove posters not taken down on the time and the organizers cannot ensure any responsibility for posters left over.

Poster board and mounting material

The poster boards are **90 cm wide and 210 cm high**. The material for poster mounting will be supplied. No other materials should be used.