Instructions for presentations

The conference presentation language is **English**.

Oral presentations

Oral presentations will take place at Hall **A** (1F), Hall **B** (1F), Hall **C** (3F), Room **D** (5F), and Room **E** (6F). The plenary sessions will take place at Hall **C** (3F).

Presentation time

The duration for a contributed paper is 15 min for talk, 4 min for discussion, and 1 min for setup.

	Talk	Discussion	Total
Contributed (Oral)	15 min	4 min	19 min *
Invited (I)	35 min	5 min	40 min
Plenary (PL)	55 min	5 min	60 min

*1 min for setup

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

Presentation equipment

All the session rooms are equipped with an LCD projector. Presenters can use their own laptop PCs. A laser pointer and a lapel microphone will also be ready. Audio output is not available.

Test run of your presentation

You are requested to test if your laptop PC can be appropriately connected 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. 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 including your presentation file for in case of troubles.

Poster presentations

The poster sessions will take place at Exhibition Hall (1F) in the evening (18:00-20:00) of Monday (Nov. 3) and Tuesday (Nov. 4), and in the morning (10:00-12:00) of Thursday (Nov. 6). 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 at

Monday (Nov. 3) and Tuesday (Nov. 4) : between 8:30 to 12:00

Thursday (Nov. 6) : between 8:00 to 9:30

•Posters should be **removed** at the end of the session.

You **should not remove the poster number** 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 size and mounting material

The poster boards are **120 cm wide and 210 cm high**. The material for poster mounting will be supplied. No other materials should be used.