

# Instruction for Oral Presentation

## 1. Speaker Registration and Uploading Presentation Data

In order to ensure that the program runs smoothly, all speakers are requested to register at the Speaker Registration Desk no later than **1 hour** before your session start.

The Secretariat will provide a PC in a conference room. All speakers are requested to bring their own PC or the data on a USB memory stick for presentation. In case you must use Macintosh or special software except PowerPoint 2010, 2013, 2016 for presentation, please inform the staff at Speaker Registration Desk.

The Speaker Registration Desk located in front of the conference room will be open during the following hours:

April 18	9:00-18:00
April 19	8:30-15:20
April 20	8:30-13:40

## 2. Time Allocation

	Presentation	Discussion	Total
Invited papers	25min.	5min.	30min.
Regular	15min.	5min.	20min.

### Caution

- There is **no caution** for Invited Papers.
- Regular Papers

After a lapse of	Number of bell	Meaning
15 min.	Once	Quit the presentation
20 min.	Twice	Quit the discussion
Every 1min.	Once	Warning

## 3. Equipment for Presentation

Conference rooms are provided with Windows laptop computer with LCD (Liquid Crystal Display) projector on which Microsoft PowerPoint is installed (OS: Windows7, English version; Software: Microsoft PowerPoint 2010, 2013, 2016). Speakers who bring your presentation data by a USB memory stick are required to use Windows format. All speakers are requested to visit the Speaker Registration Desk even if you use your own PC for presentation.

The name of the file should be labeled with session number and your name as follows:  
e.g. Session1\_KiwamuTakehisa.ppt

\*Macintosh is not available. If you must use one, please bring your own PC.

\*\*Please note that the projectors are connected to computers via a D-sub 15-pin plug. If your PC does not use this type of plug, please bring the necessary adaptor with you.

\*\*\*All presentation files will be removed from our PC after each session finishes.