

Guide for Presentations

■ Oral Presentation

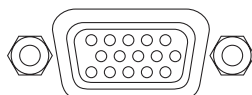
1. To Speakers:

Next Speaker's Seat:

Please be seated at the Next Speaker's Seat in the front row, when the speaker before you started to talk.

●AV Equipments

1. Please Bring your own laptop computer (Windows and Macintosh are acceptable.).
2. Please bring your computer to the Operation Desk located in your session room at least 30min. prior to your presentation.(After the presentation, please pick up your computer at the Operation Desk in the session room.)
3. A monitor is available on the podium. Each speaker is responsible for projection using a mouse by him/herself.
Connection with the projector will be operated by the PC operator at the Operation Desk.
There will be no sound truck for PC presentation.
4. Only Mini-D-SUB 15 pins in 3 rows will be available at the desk. If your computer requires other type of monitor output, please bring an appropriate output connector.



5. The resolution of LCD projector is corresponded to VGA (640x480), SVGA (800x600), and XGA (1024x768).
6. Please bring an AC adaptor.
7. It is recommended to bring a back-up data on CD-R or USB memory just in case of unexpected connecting problems.

●Presentation Method:

Please use the mouse on the podium during your presentation. As you reach the podium, the operator will start your presentation on the first slide and then you will control the presentation of your slide by yourself. For Macintosh presentations, you will not be able to return to previous slides by using the mouse.

●Time allocation:

For the smooth progress of the session, please follow the chair's directions and strictly keep to the time allocations listed below. (Time indicator on the podium will show you yellow lamp for 1min. remaining, and red lamp for finish.)

Medicals/ Free Paper, Case Report:

Presentation 10 min. Discussion 2 min.

Co-Medicals/ Free Paper:

Presentation 7 min. Discussion 3 min.

Other sessions:

Time allocation has been sent to each speaker separately.

2. To Session Chairs and Commentators:

●Next Chairs and Commentators Seat:

Please be seated at the Next Chairs and Commentators Seat in the front row at least 10min. prior to your session. There will be no reception desk for chairs and commentators.

●Session Proceeding:

Chairs are responsible for smooth progress of the session and following the time schedule.

In case you are unable to attend the session for an unavoidable reason, please contact the secretariat at the Osaka International Convention Center at least 1 hour before your session starts and appoint someone to fill in your place.

●Selection of the excellent presentations:

Please select the excellent presentations by scoring each poster.

The designated list of mark will be handed at the Chairs' Reception Desk. Please return the list to the Chairs' Reception Desk after your selection.

3. To Questioners:

Should you wish to ask a question, please stand by a microphone in the session room.

According to the chair's directions, please say your name and affiliation, and then ask your questions or make comments briefly.

4. To Speakers of the Symposia and Panel Discussions:

We will record all lectures and create DVD for educational purpose.

Speakers for the Symposia and Panel Discussions are asked to sign in the Acceptance form for recording on site. Thank you very much for your cooperation.

■ Poster Presentation

1. To Presenters:

●Set Up / Discussion / Removal Times

Session Date	Set Up	Discussion	Removal
July 21 (Thur.)	14:00-18:00	-	-
July 22 (Fri.)	7:00-9:00	10:00-11:30 13:30-15:00	17:10-18:00
July 23 (Sat.)	7:00-9:00	10:00-11:30 13:15-14:45	17:10-18:00

●Presenters' Reception Desk:

Please come to the Presenters' Reception Desk prior to mounting a poster.

Presenters will receive information regarding the poster mounting and presentations.

●Preparation of Posters:

1. A Poster number (20 cm x 20 cm) and pushpins to mount posters will be provided to each presenter. A footstool is available in the Poster Session area.
2. Adhesive tape and glue are not allowed to use to mount posters.
3. Graphs and figures should be at least 20 cm² size and easy to see from 2 or 3 meters away.
4. Try to arrange posters as clearly and concisely as possible.
5. Congress Secretariat will dispose of leftover posters after the removal time.

●Presentation:

1. In this meeting, a unique presentation style will be introduced instead of a conventional way: Presenters will NOT make their presentations in front of their posters. However, Presenters will make the presentations at a designated Presentation Space. The posters will be mounted on movable boards (Details will be given in the information sheet handed at the Presenters' Reception Desk at the Venue).

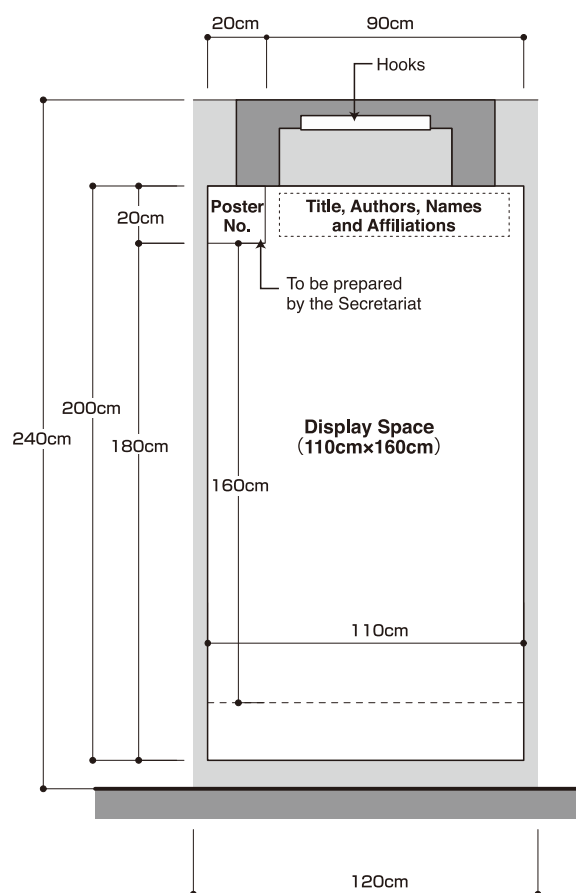
Each presenter will be asked to move the board of his/her poster to the designated space.

2. Please stand by your poster at least 10 min. prior to your session, and prepare for moving the poster board to the allocated Presentation Space for your presentation.

3. Time allocation:

Presentation 5 min., Discussion 2 min.

For the smooth progress of the session, please follow the chair's directions and strictly keep to the time allocation.



2. To Session Chairs:

●Chairs' Reception Desk:

Please come to the Chairs' Reception Desk at least 10 min. prior to your session.

●Session Proceeding:

Chairs are responsible for smooth progress of the session and following the time schedule.

In case you are unable to attend the session for unavoidable reason, please contact the Congress Secretariat at Osaka International Convention Center at least 1 hour before your session starts and appoint a deputy chair.

3. To Questioners:

According to the chair's directions, please state your name and affiliation, and then ask your questions or make comments briefly.