Instructions for Oral presenters

1. Please check the program to confirm your presentation schedule on the special joint conference website.

2. Allocated time of the presentation is 30 min., followed by 10 min. discussion for keynote speakers, and 25 min., followed by 5 min. discussion for other speakers. Please remember to leave enough time for discussion. There will be no timekeeper present and all speakers are asked to keep the allocated presentation time.

3. Only computer presentation will be available for oral sessions. Please prepare your presentation data (Power Point) in English.

4. The 2nd slides should be the COI disclosure in your presentation. Please see the details on the special joint conference website.

5. Audio-Visual Materials
   1) Please save your data either in CD-R or USB memory device, and deliver it to the Speaker's Desk located at the left side of the stage in the presentation room, "Opal" on the day before your presentation to check the data. The Speaker's Desk will open at 17:00 on July 13. Keynote lecturers are requested to bring data after 17:00.
   2) If you need to replace the data after the submission, please deliver it no later than the break time right before your presentation.
   3) Please bring your presentation data with you. We will NOT accept the data sent to us before the first day of the conference.
   4) Windows 7 (PowerPoint 2007, 2010 and 2013) is the only operation system available for the presentation. If you prepare the presentation data on Windows 8 /10 or Macintosh, please bring your own PC to the presentation room. We will check the computer matching before your presentation.
   5) If you use Movie file on your presentation, please bring your own PC to the presentation room. Do NOT bring materials by CD-R or USB.
   6) If you bring your own PC, D-sub 15-pin plug is necessary for connecting with the projector.
   7) Your screen resolution should be XGA (1024 x 768 pixels).

6. At the start of the session, you are kindly requested to be seated at the Next Speaker's seat, located in the left front row.

7. Other information
   We will give the proceedings and name badge at the Registration Desk from 16:00 on the first day of the conference.
   Chairpersons are requested to be seated on the Next Chairpersons Seat in the lecture room, no later than 10 min. prior to the session starts.