

Oral Presentation Guidelines

All presentations including poster sessions must be presented in English.

Data Preview: Please come to "Data Preview", located across from the plenary room on the 6th floor. We kindly ask all presenters to check in data at least 30 minutes prior to your presentation.

- 1) Please prepare your data in Microsoft PowerPoint (Windows PowerPoint2003/2007/2010/2013) and make sure to preview your presentation data
- 2) Remote presentation system is equipped in the session room. You have a TFT monitor, mouse and USB keyboard on the podium to operate your presentation.
- 3) Audio playback is not possible.

If you use the Secretariat's PC

- 1) Only USB flash memories and CD-R are accepted.
*MOs, floppy disks, and CD-RWs cannot be accepted.
- 2) Windows (Windows XP and 7) is the only operating system available for the presentations.
*If you have prepared the presentation data on a Macintosh, you are requested to bring your own computer.
- 3) Only Windows Media Player can be used to playback movie files.
- 4) Your media should contain only the presentation data for the Congress.
- 5) Your presentation data file should be named as <Session Number> <Name> .ppt.
- 6) If your presentation data is linked to other files (i.e. still or moving images, graphs, etc.), those linked files should also be saved in the same folder, and the links checked beforehand.
- 7) The Secretariat is responsible for destroying all copies of any data after the session.

If you bring your own PC

- 1) The Secretariat will prepare a Mini D-sub 15 pin PC cable connector. If your PC is not compatible with this cable connector, please bring an adaptor to connect your PC to the Mini D-sub 15 pin PC cable connector.
- 2) Please bring your AC adapter with you.
- 3) Please also bring your presentation data on a media (either on USB flash memory or CD-R) as a backup file.

Guideline for Poster Presentations

Poster Presentations are a free discussion style. Each presenter(s) need(s) to stand by their poster(s) by the allocated discussion time. Please remain near the poster until the designated time is over. Participants will be free to view the posters and to discuss with presenters during the allocated time.

Preparation of your Poster

The poster should be a visual presentation of your submitted abstract. The poster should look visually appealing, easy to read and contain key information about your project or research.

Posters should meet the following criteria:

- Poster size
A0 (A zero) portrait format, (H1189mm x W841mm)
- Poster panel size
(H2100mm x W900mm) *see image on the right
- * Poster numbers will be provided by the Congress Secretariat.

* You may include Title, Name and Affiliation in your poster, instead of preparing a separate sheet for Title, Name and Affiliation.

- A limited number of suitable pins will be provided, free of charge.
- Poster(s) is/are should be prepared in English.

TITLE

- The title should be the same as in the submitted abstract.
- 20-24 mm or 100 point maximum.
- Upper and Lower Case.
- At the top of the poster include the title of the presentation, the name of the authors and the institution where the work was completed.

REMOVAL OF POSTERS

Posters must be removed immediately after sessions at the end of each day. The organizers take no responsibility for any posters that remain up after this time.

