

GUIDELINE FOR PRESENTATIONS

ORAL PRESENTERS

1) Presentation time

Each presenter gets 20 minutes, including a Q & A session.

2) Presentation set-up

Please be in the presentation room at less 10 minutes prior to your session. Please be punctual.

** If there is any cancellation or absence of presenter, we will move forward to the next presenter.*

3) PC operation

Please handle the PC on your own during your presentation.

** There will be a laptop computer installed with MS PowerPoint 2013 in each presentation room. * (MS PowerPoint 2010, 2007, 2003 are also available).*

Please bring your presentation material saved in a USB memory stick or CD-ROM (please make sure to run virus check before bringing the data) which is readable on Windows 8 or its convertibles. If you will be using your own laptop for the presentation, please ensure that it is compatible with the D-sub 15pin.

**As a precautionary measure, please also bring a USB memory stick containing your presentation. D-sub 15pin (PC side)*



4) Preparing your presentation data

1) PC environment for presentation

We will prepare OS: Windows 8 for presentation. Our PC are compatible with PowerPoint 2003, 2007, 2010 and 2013. Other versions of PowerPoint may cause trouble with layouts and make characters unreadable. Please avoid using special characters for the same reason. Please use USB flash drive or CD-ROM to save your data. (Other media such as MO, ZIP and floppy are not acceptable.) We only recommend those with videos during presentation to use their own PC.

2) Language: English

3) Typeface: Century, Century Gothic, Arial, Times New Roman

4) Other Please make your data work by itself and remove any links from the external file.

MODERATORS OF ORAL PRESENTATION

1) Time schedule

Each presentation has 20 minutes (including a Q & A session). Please be punctual and make an arrangement so that the presentation runs on time as scheduled.

2) Procedure

If there is any cancellation or absence of presenter, please move forward to the next presentation. Please introduce name of the presenter and the title of her/his presentation before each presentation starts.

POSTER PRESENTERS

1. Venue and Time

Venue: Poster Session open hall at LG floor

Poster Session 1 : 2nd November 2015 Time : 1100-1120

Poster Session 2 : 2nd November 2015 Time: 1710-1730

Poster Session 3 : 4th November 2015 Time: 1030-1100

2. Poster display and removal time

Display time:

Nov. 2 (Mon.) Poster Session 1: 9:00 - 14:00 Poster session 2: 1400 -1730

Nov. 4 (Wed.) 9:00 - 14:00

Removal time:

Nov. 2 (Mon.) Poster Session 1: 13.00- 14:00 Poster session 2: 1730-1800

Nov. 4 (Wed.) 13.00 - 14:00

Any posters that are still in the venue after 18:00 will be removed by the secretariat.

Organizing Committee are not liable for loss or damages that occurred after the time indicated above.

3. Size of poster

All poster must be in A1 (594mmx841mm)

4. Discussion

Please stand in front of your poster during poster presentation. Each presenter are given 5 minutes to present their poster.