

## Poster Presentation Guidelines

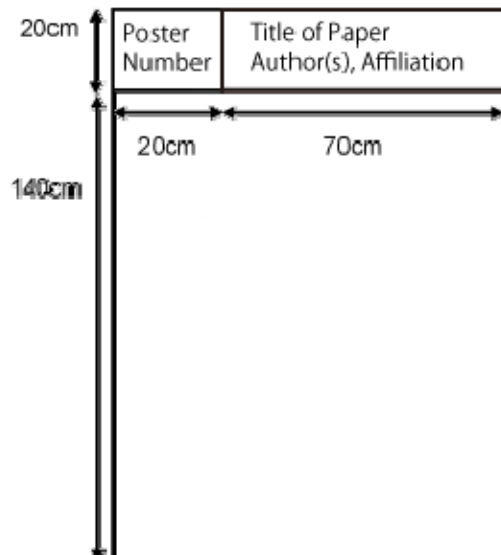
Posters are displayed during the duration of the meeting, July 16-17, 2009. The time schedule for mounting and removing the posters is as follows:

Poster Mounting: 4:00pm-6:00pm, Wednesday, July 15  
or 8:30am-10:00am, Thursday, July 16

Poster Removing: 3:00pm-4:30am, Friday, July 17

### Poster Preparation and Mounting/Removing

- 1) The poster board measures approximately W:90cm x H:140cm.  
A poster number (20cm x 20cm) will be displayed at the top left of the board.
- 2) A supply of pushpins will be available in the poster area for mounting your poster.
- 3) Each poster must have a label at the top that indicates the title of the paper, the name(s) of the author(s), and their affiliation(s).
- 4) Authors are required to mount and remove their materials as scheduled above.
- 5) We remind you that you should not leave poster tubes or cases in the poster areas. The Secretariat will not be held responsible for any losses which may be incurred.
- 6) Posters not removed per the above-mentioned schedule will be discarded by the Secretariat.



## Oral Presentation Guidelines

### Presentation Time

Symposia	15min.
Panel Discussion	15min.
Main Theme	7min.
Candidate of President Award	7min.

Please note that the podium session rooms will have a data projector and we will only accept computer-based PowerPoint presentations. Slides/Overhead/VCR projectors will not be available. To ensure your presentation runs smoothly, please bring your presentation data or laptop computer to the PC preview desk at least 60 minutes prior to your presentation. If you would like to use some special functions such as heavy animations like **a moving picture** or a **Macintosh Computer**, **you will need to use your own laptop.**

1) If your presentation data is on a CD-R or USB flash memory, please follow the instructions below:

- i) Presentations must be made in PowerPoint readable in Windows.
- ii) The computers provided for the podium sessions will be running the following operating systems with the following application software installed.

**Windows XP, Vista / PowerPoint 2003, 2007**

- iii) Use the above operating system's standard fonts  
(*e.g.*) **Arial, Century Gothic, Times New Roman, etc**
- iv) Presentation data loaded on the computers provided will be completely deleted by the secretariat after your presentation.

2) If your presentation data is on your own laptop, please follow the instructions below:

- i) Ensure that your computer is equipped with the monitor connector of D-sub 15pins. If your computer does not have this connection, please bring an appropriate converter with you.



Mini D-sub 15pins

- ii) Be sure to bring an AC adaptor with you. The Japanese standard AC voltage is 100V.

3) A display monitor, keyboard, and remote mouse will be provided on the podium for presenters to operate. Sound speakers are not available.

4) The Secretariat is not responsible for any projection troubles caused by computer technical difficulties. We recommend that all presenters bring back-up data.