

## Instructions for Presentations

### ● Instructions for Oral Presentations

#### Time Allocation for Presentations

	Presentation Time	Discussion Time	Total
Plenary	35 min	5 min	40 min
Invited	20 min	5 min	25 min
Oral	20 min	5 min	25 min
Tutorial & Short Course	60 min	10 min	70 min

#### Audio Visual Equipment

All speakers are requested to use a PC prepared by the secretariat or their own PC for the presentation. If Presentation Data is made by Mac, you are required to bring your own laptop. PowerPoint, PDF or Keynote will be the only method of presentation available at the EDTM 2018. Please provide slides with sufficient font size and contrast to ensure your text can be seen clearly from the back of large session rooms.

#### OS and Applications for Preparing Presentation Data

OS: Windows 7 (English Ver.)

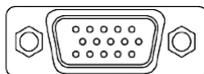
Applications: Power Point only (Version: 2007/2010/2013/2016)

Movies: Windows Media Player (Sound function will not be available.)

Fonts: Windows standard fonts (Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New, and Georgia) Please note that using any other font may cause letters to become unreadable.

- Session rooms only support digital presentations using only one LCD projector.
- Please bring your presentation data by a USB memory stick as a backup. (Own PC user)
- Please make sure to bring an AC adapter and other necessary adapters with you. (Own PC user)
- Your PC will be connected to the projector with a "15-pin, mini D-sub" cable. Some PCs (Mac or thin laptops) will require a conversion adapter.

D-sub 15-pin plug



- The electrical supply is 100 volts AC. Speakers are responsible for transformers and plug adapters.

A type (Two-leg plug)



- Please turn off the screen saver, power save mode.
- Set the resolution to XGA (1,024×768).

#### Before Presentation

We strongly recommend that the presenter should check the presentation data with the provided PC or the connection and compatibility of your PC with the LCD projector in the session room during break time before presentation.

Please be in the session room at least 15 minutes prior to your session so that you can make a short preparation with your session chairs. We will prepare a microphone and a laser pointer on the podium in session rooms.

### On Presentation

You can control the slides with a provided PC on the podium / your PC. Caution bells will be rung according to the remainder of your presentation time.

<Invited & Oral Presentations>

After a lapse of..	Caution	
17 minutes	Once	Warning
20 minutes	Twice	End of Presentation
25 minutes	3 times	End of Discussion

### Authors Interview

Authors interview sessions are scheduled after each oral presentation slot. Presenters are requested to stay in the session rooms after their presentation and interact with the audiences.

March 14 (Wed.) 14:55-15:30 / 16:45-17:00

March 15 (Thu.) 10:10-10:40 / 12:20-13:50 (including lunch time) / 16:10-16:30

March 16 (Fri.) 10:10-10:40 / 11:55-12:10 / 15:20-15:35

## ● Instructions for Poster Presentations

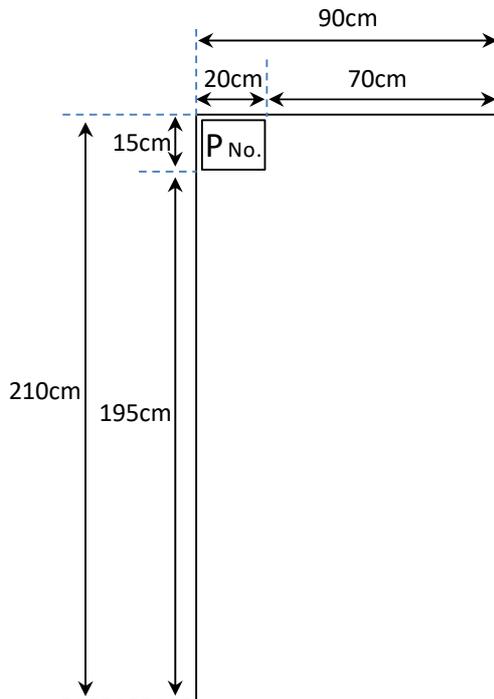
### Poster Display and Removal

	Time and Date
Set-up	9:00 - 14:00, March 14
Presentation Time	14:55 - 15:30, March 14
	16:45 - 18:00, March 14
	13:30 - 14:30, March 15
	16:30 - 17:30, March 15
Removal	13:30 - 15:30, March 16

### On Presentation

Poster sessions will be held at the Event Hall on the 2nd floor in the Kobe Chamber of Commerce and Industry. Each poster presentation is allotted one poster board as shown below. All poster presenters are responsible for putting up and removing their posters on the designated board during the times shown in the table above. Posters remaining after the removal time will be removed and disposed by the Secretariat.

Please arrive at least 10 minutes ahead of the scheduled presentation time to check that all necessary supplies are present. One or more of the authors including a prime presenter should be present in front of the poster boards and be capable of explaining it.



The size of one poster board is 90cm wide x 210cm high. A label of your poster number (20cm wide x 15cm high) will be put on the board in advance by the Secretariat.

Presenters should use pushpins to put up posters. Pushpins will be prepared by the Secretariat and provided in the poster area. Equipment or electricity for use of projector or computer animation accompanying a poster presentation will not be provided.