

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 1	40 min	5 min	45 min
Tutorial 2	85 min	5 min	90 min
Short Course 1	55 min	5 min	60 min
Short Course 2	55 min	5 min	60 min

Audio Visual Equipment

PowerPoint will be the only method of presentation available in EDTM. Please provide slides with sufficient font size and contrast to ensure your text can be seen clearly from the back of large session rooms.

- Session rooms only support digital presentations using only one LCD projector.
- Please bring your power point file in a USB memory to the speakers' desk located on the 2nd floor. We recommend you to save the back-up data as a PDF file.
- It is necessary to upload and check your presentation data prior to 30 minutes of your session starts. Please complete it one day prior to the session if it is a first slot of the day.
- A Windows PC (with Windows 7, PowerPoint 2007, 2010, 2013, 2016) is available. If you are a Macintosh user or wish to use moving images, please bring your own PC. Please make sure to bring an AC adapter when you bring your PC.
- Your PC will be connected to the projector with a "15-pin, mini D-sub" cable. Some PCs (Macintosh or thin laptops) will require a conversion adapter.
- Please turn off the screen saver, power save mode.
- Set the resolution to XGA (1,024x768).
- After you finish your presentation, please receive your PC immediately inside the room.
- The Technical Program Committee will be responsible for deleting all copied data.

Speakers' Desk

Speakers' desk will open 8:00-17:00 from February 28 to March 2.

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 computer, a monitor, a microphone and a laser pointer on the podium in session rooms. Your presentation data will be automatically uploaded on the conference computer in advance.

On Presentation

You can control the slides on the podium. The presenting timer will be set so that you can easily find how many minutes you can use.

	Timer Window Indicates	Caution
Presentation starts	Allotted time ---> 3:00	GREEN light
Last 3 minutes	3:00 ---> 0:00	From Green to YELLOW light
Presentation finishes	0:00	From Yellow to RED light
Discussion starts	0:00 ---> 5:00 (count up)	

Authors Interview

Authors interview sessions are scheduled 18:25-19:05 March 1 and 17:55-18:25 March 2. Oral presenters of each day are requested to be in the designated session rooms and interact with the audiences.

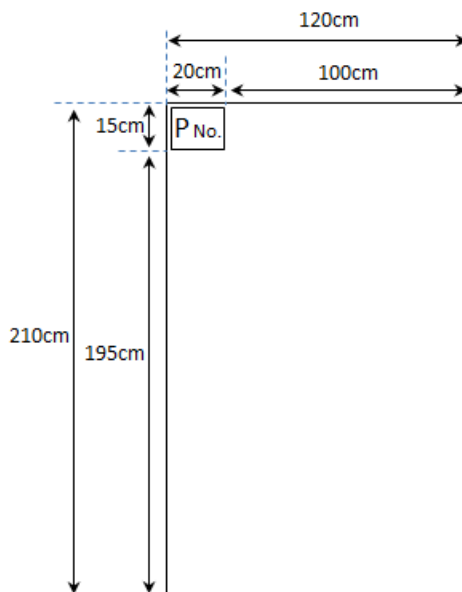
● Instructions for Poster Presentations

Poster Display and Removal

	Time and Date
Set-up	8:00 - 12:00, March 1
Presentation Time	18:25 - 19:05, March 1 13:00 - 14:20, March 2
Removal	14:20 - 16:00, March 2

On Presentation

Poster sessions will be held at the Foyer on the 3rd floor. 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 120cm wide x 210cm high.

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.