



Instructions for Chairpersons and Presenters

Instructions for Chairpersons

Strongly recommended make sure to finish the session on time.

1. Consult with your cochairperson and decide who is going to introduce which speaker.
2. Introduce the speaker briefly (name, institute/organization) – there is not enough time to give a detailed personal history of the speaker.
3. Remind the speaker that he/she has a total of minutes for presentation (see presentation and discussion times below).
4. The most important part of your job is to keep the speakers to time. We have a tight schedule to keep, and the organisers are relying on you to keep the sessions to schedule. You are authorised to be ruthless in keeping speakers to time.

Instructions for Presenters

Presentation and Discussion times:

Symposiums:

90 minutes sessions: Depending on the number of presenters, each one will have 20 minutes maximum (3 presenters' sessions) or 15 minutes maximum for four or more presenters.

120 minutes sessions: Depending on the number of presenters, each one will have 25 minutes maximum (3 presenters' sessions) or 20 minutes maximum for four or more presenters.

Discussion will be made at the end of all interventions

Workshops:

90 minutes sessions: Depending on the number of presenters, each one will have 20 minutes maximum (3 presenters' sessions) or 15 minutes maximum for four or more presenters.

120 minutes sessions: Depending on the number of presenters, each one will have 25 minutes maximum (3 presenters' sessions) or 20 minutes maximum for four or more presenters.

Discussion time at least one third of the total time of the session.

Oral Communications:

90 minutes sessions: Depending on the number of presenters, The time allotted to each presenter will be 6-7 min maximum, followed by 3 minutes for discussion.



Audiovisual Preview Room

There will be an Audiovisual Room where you should deliver your presentation.

Before your presentation

- Please bring your presentation data to the Audiovisual Room at least 4 hour before your presentation.
- Data will be copied to a server and transferred to the presentation room via LAN.
- Please bring the PPT (Microsoft PowerPoint) file copied into USB memories or CD-R. *You will be asked which version of PowerPoint you used to create the data. Please be sure to check the version of your PowerPoint.
- Windows Media Player is recommended to use for the motion pictures (MPEG 1 is recommended).
- In the Audivisual Room, please confirm your files and check how the presentation will look before the relevant session.
- Please prepare backup data of both PPTs and movies in case of problems.

On your presentation

A TFT monitor, remote key, mouse, and laser pointer will be prepared on the speaker's desk. The first page of the slides will be placed on the screen by our staff. Speakers must control their slides themselves by using the switch on the speaker's desk. Please follow the instructions given by our staff.

After your presentation

Copied files will be completely deleted by our staff at the end of the Congress.

Important note for Macintosh users



If using a Macintosh laptop computer, please note that you need to supply your own and adapter, confirm that it has a VGA socket for external signal and come to check it first in the Audivisual Room.