

Oral Presentations

Windows PC with PowerPoint is available and each venue has one projector for your use in presentations. If you use a Macintosh, you must bring your own computer with you. Please be aware that you will be unable to use slides, videos, or similar media.

1. Chairpersons

- Please come to your session venue 15 minutes prior to the session's start.
- To support a smooth progress of the conference, please adhere to the time limits.

2. Presenters

- Please come to your session venue 15 minutes prior to the session's start.
- To support a smooth progress of the conference, please adhere to the time limits.

3. Specifications of the Computers Used at the Venue

[OS] Windows7 *Resolution: XGA (1,024 × 768)

[Software] Microsoft Office PowerPoint 2007, 2010, 2013

4. Presentation Data

Please save your data on a USB flash memory stick (or CD-R) and check that it works on another computer before bringing it to the meeting. Please also bring a backup of your presentation data in case of unexpected circumstances. Please save only your presentation data on your memory device. Any data handed over to us will be destroyed after the end of your presentation.

a)

If you wish to use video or audio materials, please bring your own computer with you and inform the person at the PC center of this fact. Video files must be produced so that they are playable with the codec included in the Windows Media Player 11 initial state. (WMV format is recommended for file production.

b)

D-Sub 15-pin (mini) cables are available at the PC center. Some Macintoshes and other computers are only fitted with HDMI output, and these cannot be used for image output without the use of an adaptor. If you are bringing this type of computer, please bring your

own external output connector together with your computer. Please also be sure to bring a mains power cable in case the battery in your computer runs out.

c)

Please be sure to scan for viruses.

d)

If you are bringing your own computer, please turn off any screensaver or energy-conservation settings in advance.

e)

To ensure that your presentation proceeds smoothly, please do not use presenter tools.

f)

Please unlock any password required by your computer when it wakes up from sleep mode or is restarted.

5. Presentation Data Reception

The PC Center is located in the 1st floor of Kitakyushu international conference center.

a)

Time will be informed soon.

b)

If you are bringing your own computer, please give it yourself to the operator on the computer operator's desk in the presentation venue (at the front left of the room) 30 minutes before your presentation is due to start, so that the operator can display your presentation data. It will be returned to you at the computer operator's desk immediately after the end of your presentation.

6. Devices for Use in the Presentations

Please use the keyboard and mouse that are set up on the podium during your presentation. The monitor screen on the podium will be set on standby with your presentation data already open in PowerPoint.