Instruction for Chairpersons & Speakers

Instruction for Chairpersons

1) All chairpersons are asked to be in the lecture room no later than 15 minutes prior to the beginning of the session.

2) Chairpersons should make efforts to maintain the time schedule in cooperation with time keeper, and give warning speakers if needed.

3) Careful time keeping is vital to ensure the smooth operation of the entire program.
Podium Session: 10 minutes in total (7 min. presentation +3 min. discussion).
Evening Seminar, Luncheon Seminar, Coffee Break Seminar and Satellite Symposium: Please follow the instructions that you were contacted in advance from the secretariat.

Instruction for Speakers

■ **Preparation**

1) All papers should be made for oral presentation. Only digital presentations will be possible during the congress, and all speakers are requested to bring CD-ROM/USB-Flash Memory for the presentation or bring their own notebook computer.

2) In the venue, we will prepare floor computer systems for the presentations.

3) For Windows users, application software of the presentation data must be PowerPoint 2003 / 2007 / 2010 / 2013.

4) For Macintosh users, application software of the presentation data must be PowerPoint2008/2011 and Keynote'09, and the operation system is limited to OS X.

5) You should save the presentation file with a filename as 'paper No._speaker's name.ppt' (ex. PD-1_Jang Geun-seok.ppt). Paper No. for each presentation had been sent by email to the speaker.

6) Please bring your presentation file sorely saved in CD-ROM/USB-Flash Memory. Any other files should be deleted from CD-ROM/USB-Flash Memory to avoid unexpected errors. You should make a back-up in cases of malfunctions.

7) When you set a log-in password on your own notebook computers, please tell the operator in the venue about that and unlock your computer before your presentation.

8) It is also required for speakers using their own notebook computers to bring AC adapter during the presentation. If your computer does not have D-sub 15 adapter, you must bring an interface adapter by yourself (please see a figure shown right).

Interface adapters

D-sub 15 adapter at back of note book computer
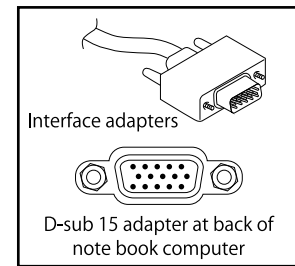
9) Please deselect screen saver function and energy-saving mode before your presentation.

10) Please make sure to check your CD-ROM/USB-Flash Memory by using latest anti-virus software to avoid computer virus infection to the host computer system in the venue.

■ **Preview and Presentation**

1) All speakers are requested to stop by PC Preview Desk (slide submission) at Congress venue and review the presentation data until 30 minutes before your presentation. Full-time staff will help you at the PC Preview Desk.

　 PC Preview Desk will be open in front of "Room 1"

　　　　　 Open Hours:　Saturday, September 27…15:30-17:30

　　　　　　　　　　　　　Sunday, September 28…… 8:30-15:00

2) Careful time keeping is vital to ensure the smooth operation of the entire program.

Podium Session: 10 minutes in total (7 min. presentation +3 min. discussion).

Evening Seminar, Luncheon Seminar, Coffee Break Seminar and Satellite Symposium: Please follow the instructions that you were contacted in advance from the secretariat.

Please keep the time to ensure smooth proceedings, according to chairpersons' moderation.

3) You can control your presentation by using a computer mouse and a key pad for PowerPoint on the desk for speaker.

4) When you bring your own notebook computer, please pick it up at the PC control desk in the venue after your presentation.

5) When you bring CD-ROM/USB-Flash Memory for the presentation, please keep it for a back-up even after your slide submission. After your presentation, we promise you to delete the files in the venue computer.