Information for the Presentation

For Chairpersons

- Please come by **General Information Desk** without fail, when you arrive the Conference Venue.
- Please take a seat at least 20 min. prior to the start of your session. The seat for the next Chairpersons is in store ahead of the Conference Room on the right.
- The proceedings for the Symposium Session is up to the Chairpersons, but please make sure to keep to the allotted time according to the Time Table.
- The allotted presentation time of the Workshop Session is 12 min. including the discussion time of 4 min. Please make sure to keep to the allotted time according to the Time Table.
- Please order questioners and discussers to self-introduce their name and affiliation in order to facilitate discussions.

For Questioners and Discussers

- Welcome to questions, discussions and comments.
- Please self-introduce your name and affiliation in order to facilitate discussions.

For Presenters

1. For oral speakers
- For oral speakers, only the PC presentations using the Microsoft PowerPoint data are available. Photo-Slides are not available.
- At the podium, speakers should operate themselves the PC.
- The allotted presentation time in the Symposium Session varies from the session to session. Please see the Program.
- The allotted presentation time in the Workshop Session is 12 min. including the discussion time of 4 min.
- The short oral presentation time of the Poster Presentation is 3 min. In the presentation, there is no discussion time. The speakers should be strict with the presentation time limitation. The speakers should register their PowerPoint data on PC Desk. The speakers cannot use their own PC.
- Please consider privacy protection in relation to the personal information of patients.

2. Registration of the presentation data

Registration Place:	**PC Desk (Foyer of Fukui Prefectural Citizens' Hall) (8F)**
Registration Hour:	**September 5 (Fri.) 08:30 ~ 17:00**
	September 6 (Sat.) 08:30 ~ 16:00

- The speakers who bring their PowerPoint data using USB memory drive or CD-R should preview their presentation, complete a run-through of the operation on the PC at PC Desk and enregister their data at least 60 minutes before their session and 30 minutes before the first session are scheduled to begin. Even if your session is scheduled on September 6 (Sat.), you can preview and enregister your PowerPoint data on September 5 (Fri.) at PC Desk.

- The speakers who bring their own PC should preview their presentation and complete a run-through of the operation at PC Desk at least 60 minutes before their session and 30 minutes before the first session are scheduled to begin. Please remember to bring together power adaptor and cable.
- The speakers who play the video imagery on their presentation should bring their own PC. In this case, the speakers should confirm the D-sub15 pin cable is available in their own PC. Please remember to bring together power adaptor and cable.
- The speakers who use Macintosh PC on their presentation should bring their own PC. Please remember to bring together the D-sub15 pin cable adaptor, power adaptor and cable.
- In any case, the audio system is not available.

For the speakers bringing their PowerPoint data

- The OS, Windows 7 only is available.
- The Microsoft PowerPoint 2003, 2007, 2010 and 2013 are available. Only the fonts supplied with Microsoft Windows 7 is available. We recommend using 'MSP Gothic', 'MSP Mincho', 'Times New Roman', 'Century' and 'Arial' in consideration of the layout and balance on screen.
- The PowerPoint data of your presentation should be saved in the USB memory drive or CD-R.
- When you saved your presentation data on CD-R, you should finalize the disc. If you did not finalize the disc, you cannot perform your presentation. Packet write CD-R is not available.
- You cannot revise your presentation data on PC Desk.
- You should perform virus scanning in advance in your drive.
- You should save only the final version of your presentation in your drive.
- Please write down your name, affiliation, the name of session and the number of presentation on your CD-R. The display resolution is XGA (1024 x 768 pixels, only 60 Hz). Please spare to use any other resolution.
- The registered data for your presentation should be surely erased by Secretariat after the Congresses.

For the speakers bringing their own PC

- The OS, Windows XP and new one and also Mac OS 9 and new one are available.
- The Microsoft PowerPoint 2003 and new one (including Keynote for Macintosh) are available.
- Only D-sub15 pin cable is available for the connection with the projector.
- Please remember to bring together the D-sub15 pin cable adaptor, power adaptor and cable.
- You cannot revise your presentation data on PC Desk.
- The display resolution is XGA (1024 x 768 pixels, only 60 Hz). Please spare to use any other resolution.
- Screen saver and energy-saving should be awaked.
- Please bring the backup data of the USB memory drive or CD-R just in case. Please refer to the information 'For the speakers bringing their PowerPoint data'.
- If the speaker will play the video imagery, please preview their presentation and complete a run-through of the operation at PC Desk.

Set up a Poster Presentation

- Place: AOSSA 8F Poster Presentation Room (Rehearsal Room)
- Poster panels will be prepared in the format indicated to the right.
- Maximum dimensions for Posters are 120 cm high x 90 cm wide. Do not exceed these dimensions. Number of Poster and double-stick tape will be prepared by Secretariat.
- Poster should include the presentation title, the authors' names, affiliations and the presentation contents.
- You can confirm your poster number on the Congress Website, http://web.apollon.nta.co.jp/jstm31/eng/event.html.
- Poster presentation will be displayed for the second successive day.

Number of Poster
Space for Poster Display (120 cm high x 90 cm wide)

- **Poster Set-Up Time:** **September 5 (Fri.) 08:30 ~ 10:00**
  Poster Tear-Down Time: **September 6 (Sat.) 15:45 ~ 16:45**
  *The poster displaying will be cleaned up by Secretariat after September 6 (Sat.) at 16:45.

Viewing of Poster Presentation

- If you may have any questions when you are viewing the Poster Presentation, would you please write down your question on 'Post-it' with your E-mail address and paste the 'Post-it' on the poster.
- If you have your name card, you can put it on the 'Post-it' using double-stick tape.