Guidelines for Presentations

Speaker Registration and Uploading Presentation Data
・In order to ensure that the program runs smoothly, all speakers are requested to check in your PPT data at the PC Desk at least 1 hour prior to the session.
・The PC Desk is located in Room H on the 1st floor of Kyoto International Conference Center.
・The Secretariat will prepare PCs with Windows. Please bring your presentation data (Microsoft Power Point 2007-2016 files) on CD-R or USB Flash Memory.

The PC Desk will be open during the following hours:
Thursday, June 21	8:00 – 18:00
Friday, June 22	8:00 – 16:00

File Management
・Presentation files must be in Windows PowerPoint 2007, 2010, 2013, or 2016.
・To avoid display problems with your presentations, use only standard OS fonts such as Times New Roman, Arial, **Arial Black**, Arial Narrow, Century, Century Gothic, Courier New, Georgia
・The name of your presentation file should be labeled with a presentation number and your name as follows:
    e.g. JKS1-1_Yoshinori Murao.ppt
・To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.
・After saving your presentation file on the appropriate medium, do a test run on another PC to make sure it works normally.
・You can use audio or video in your presentation. If you use video in your presentation, or need to use Mac appliances please bring your own computer and an adequate adaptor.

Speakers who bring their own PC
・Please confirm that your PC is connected properly to the preview monitor.
・Please provide your own AC adapter and connector. The only type of connector available at the PC Desk is a D-sub 15 pin (mini). We recommend that

you bring your own connector in case your PC does not accept the D-sub 15 pin connector.

・Please turn off your screen-saver and power saving function and unset the password.

・If your presentation includes audio or video, please notify the staff.

・Please have a backup copy of your data ready in case there is a problem with your presentation data.

<u>After Data Registration</u>

・Please take the next speaker's seat in the presentation room at least 10 minutes prior to the session.

・The operator will display only the first page of your presentation. Please use the mouse or the keyboard on the podium to advance to subsequent slides as you proceed with your presentation.

<u>Time Allocation</u>

・ Detailed information about your session will be announced before the meeting.

・At 1 minutes before the end of your presentation, a yellow warning light will appear, and at the end of the presentation time the light will turn red.

・All speakers are strongly requested to honor the time limit, which will be regulated by chairpersons.

For Chairpersons

Please take the next chairperson's seat at least 15 minutes before the beginning of your session.