➢ **For speakers of Oral Presentation**

Guideline for PC presentation
Visit the PC center to preview and register your presentation material.
Date and Time: August 10 (Thu)   7:30-18:30
                    August 11 (Fri)   8:00-19:00
                    August 12 (Sat)   8:00-13:30
Place: Hana, Foyer (4F)

**For speakers who bring presentation data with a USB memory stick**

1. In principle, the speakers of oral presentation are requested to bring their presentation data on a USB memory stick.
2. Visit the PC Center at least 30 min. prior to your session to preview and register your presentation data.
   *Your presentation data can be registered at any time during the Congress. We recommend that you bring the data on the day before your presentation to avoid delay.
3. Presentation data must be brought on a USB memory stick.
   * Check your data with antivirus software in advance.
4. The following operating systems are acceptable.
   OS: Windows 7 or later
   Applications: PowerPoint 2003 or later
   *Please make sure that it works with Windows (Windows 7 or later) in advance, if you prepare your data using a Mac OS (recommended Mac OS 10.1.2 or later)
5. If your presentation contains any audio or video, please inform the operator.
6. You cannot modify your presentation data after registration.
7. Make your presentation using the mouse provided on the lectern.
8. Your presentation data will be deleted immediately after the end of the meeting

<u><Important notes when creating presentation data></u>

- Use the above mentioned operating system's standard fonts
- Because the screen resolution of PC at the conference room is set to XGA (1024 × 768), ratio of 16:9, please check your presentation data at the same screen solution.
- Name your file "Session Number _ Speaker's Name"
  e.g. "O1_Taro_Kobe".
- If your presentation contains linked audio or movie files, please save all the files in the same folder.
- All movie data should be playable by Windows Media Player 12 on Windows7 without any extension. If not, please bring your own laptop.
- After creating your presentation data, please make sure that it also works on other PCs.

For Speakers who bring your own laptop

1. If your presentation data cannot be brought on a USB memory stick, you must bring your own laptop.
2. Visit the PC Center at least 30 min. prior to your session to verify the correct output to the equipment provided.
3. Bring your own AC adapter.
4. Speakers MUST HAVE a laptop with a VGA D-Sub 15-pin output connection. The VGA D-sub 15-pin female output connection is used to connect the laptop to an external monitor and data projector. Some laptop require a special video output cable that is compatible with the laptop, in order to be connected to D-sub 15-pin; if your do not bring this cable, we will not be able to connect your laptop to the data projector.
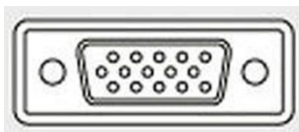
D-sub15-pin   Example of special adapters

5. The following operating systems are acceptable.
   Windows: Windows 7 or later
   Macintosh: Mac OS X 10.1.2 or later
6. If your presentation contains any sound or video, please inform the operators.
7. After you finish checking your presentation, please come to the operator's desk in each conference room 30 min. prior to your presentation. The operator's desk is located near the podium.
8. Make your presentation by using the mouse provided on the lectern.
9. You cannot modify your presentation data at the conference room.
10. After your presentation, please remember to stop by the operator's desk to pick up your laptop.

<u>\<Important notes when creating presentation data\></u>

- Make sure that your laptop is set to produce the correct output signals.
- Save your presentation data on the desktop of your laptop with an easily recognizable file name. We recommend naming your file as "Session Number _ Speaker's Name" e.g. "O1_Taro_Kobe".
- A screen resolution of XGA (1024 × 768), ratio of 16:9 is recommended. If your resolution is lower than XGA, image distortion may occur.
- Deactivate the screen-saver and power-saving mode of your laptop.
- If your laptop requires a password for rebooting, please unlock it in advance.
- Bring a back-up of your data just in case.