

IV. For Speakers of International Workshop and Oral Presentation

1. Please observe the presentation schedule in accordance with the chairperson's directions.

Time Allocation: 10 minutes for presentation and 4 minutes for discussion

2. How to read a program number:

【Example】 "IW-01-4"

IW: International Workshop and Oral Presentation

01: Session No.

4: 4th presentation (of the session)

3. Please prepare your presentation in accordance with the details below:

- 1) Windows 7 (OS) is prepared in each room.
- 2) Store your data in a USB memory stick or CD-R (RW cannot be used) and bring it to the Speaker Check-in Desk located on the 2nd floor lobby of Fukuoka International Congress Center. In order to avoid copying errors, please confirm that your USB memory stick or CD-R is functional by opening its files in a PC other than the one you used to create it.
- 3) Only Windows-compatible PowerPoint 2003/2007/2010/2013 can be used. When creating data with a Macintosh computer, either bring your laptop, or bring the data only after confirming that it can be played on Windows 7 (OS). Each room is equipped only with Windows 7 (OS) PC. Each speaker is required to operate the device by himself/herself while on the podium.
- 4) When using a Macintosh computer or Windows 8 (OS) for your presentation, your own laptop should be brought to the venue, instead of bringing in the data. If you are using your own computer, please bring your own AC adapter. A VGA cable (mini D-sub 15 pin) will be provided to connect your laptop to the projector. If your laptop is not compatible with the cable connector, please bring an adapter to connect it to the VGA cable. The resolution of the projector is XGA (1024×768).
 - ※ When creating data on a Macintosh computer, the following procedures are recommended to avoid garbled characters.
 - i) Use something other than "Helvetica" for English fonts.
 - ii) Do not use the subtitle area.
- 5) On presentation day, please upload and preview your data at the Speaker Check-in Desk at least 30 minutes before your presentation time.

- 6) Although no VCR/DVD player is equipped in each room, moving images can be shown from a PC.

※ When showing moving images, you are advised to bring in your own laptop.

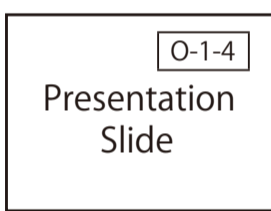
4. Please make sure the followings when creating your data.

- 1) Put a program number on the upper right corner of all presentation slides.

(See the sample below.)

※ Your program number was emailed to you by the secretariat.

(Example)



- 2) Moving images

If your presentation contains any moving images, be sure to bring a file that can be played by the default codec included in Windows 7 (OS) or Windows Media Player 11. WMV format (less than 10Mbps bit rate) is recommended for moving image files. In order to maintain a link with PowerPoint, store all moving image data you plan to use and your presentation (PowerPoint) file in the same folder.

- 3) Images

When pasting images with Windows, use a bit-mapped file format. When pasting images to PowerPoint, use JPEG/TIFF/BMP formats. Do not use the PICT format, which is a Macintosh standard.

- 4) Graphs

When making graphs, use the standard functions of PowerPoint or Excel. If you make a graph using other kinds of software, convert the completed graph data into an image format according to procedure 3 above, and paste it to PowerPoint.

- 5) Viruses

To prevent virus infections acquired through media, confirm that you are using the latest antivirus software.

- 6) Data

Please upload your data for presentation at the Speaker Check-in Desk. The data will be temporarily stored on the server of the desk, and on a PC in your presentation room, but it will be deleted in a responsible manner after the meeting ends.

- 7) Presenter View

Please refrain from using the "Presenter View" in PowerPoint.

If you need manuscripts for your presentation, please print them out in advance and bring them. Printout services are available at the Lounge for International located at the 5th floor lobby of the Fukuoka International Congress Center, or at Room Tsukushi, Fukuoka Sunpalace.

Open hours of the Speaker Check-in Desk

Please upload and preview your data at the Speaker Check-in Desk at least 30 minutes before your presentation time.

Presentation data for the next day will be accepted on the previous day. The center is expected to be crowded in the morning, though it should be relatively less crowded between 12:00 and 16:00.

If earlier check-in is possible, please complete your PC data upload on the previous day.

【Speaker Check-in Desk】

Place: Lobby on the 2nd floor of the Fukuoka International Congress Center

※ There is only one Check-in Desk. Please be reminded that presentation data for Fukuoka Sunpalace (Rooms 1 & 2) and Fukuoka Kokusai Center (Room 15) will also be accepted at the Fukuoka International Congress Center.

Opening Hours:

May 21 (Wed.)	May 22 (Thu.)	May 23 (Fri.)	May 24 (Sat.)
8:00~18:20	7:00~18:00	7:00~18:00	7:00~16:30

5. On the 1st slide preceding the presentation slides, be sure to disclose any potential conflicts of interest. Please be aware that presentations without such disclosures will not be allowed.

For details, refer to *X. Conflict of Interest (COI) Disclosures.*