

## FOR ORAL PRESENTATIONS

### Instructions to chairpersons

- \* Chairpersons are requested to come to the next chairperson's sheet at least 15 minutes before beginning of the session.
- \* Chairpersons are asked to ensure that all sessions start on time and finish punctually as scheduled.

### Instructions to Speakers

- \* Only an XGA-native (1,024 x 768) resolution LCD projector (PC projector) is available for each oral presentation in principle.
- \* All speakers are requested to bring their own laptop or notebook PC, and connect it to the LCD projector at the PC Reception Desk located on the left side of the stage.
- \* The mini D-sub 15-pin connection cable is compatible with IBM/PC and Macintosh. (Please bring an appropriate adopter if it is required to connect your PC to our LCD projector.)
- \* For the backup of your presentation material, all presenters are recommended to bring a copy of your PowerPoint file in an USB stick-type memory.
- \* Let us know which extra projector you need, if you would like to use a 35mm slide projector or an OHP (overhead projector) for you presentation by May 10, 2004.
- \* A 15-minute speech and 3-minute discussion will be made by each presenter in the session pointed by the program.

## FOR POSTER PRESENTATIONS

### Instructions to Chairpersons

- \* Chairpersons are requested to attend their session on the pointed day, and to organize the entire session according to the Instructions to Speakers below.

### Instructions to Speakers

- \* The space of the booth available for each poster presentation is 90-cm wide and 180-

cm high.

\* Poster should be displayed at the booth with a given ID number for your presentation from 11:00 on May 19 through 14:00 on May 20, 2004.

\* A three-minute speech and two-minute discussion will be made by each presenter in the poster session on the day pointed by the program.

\* The presentation will be started from the number 1 and 9 simultaneously.

\* The remaining time may be used for free discussion.

\* A mixer buffet will be held in the Exhibition Hall after the last session on May 19, 2004 (18:45-20:30). Free talking about your poster presentation is welcome at the time of the mixer buffet.