

[Information for Speakers / Presenters]

Information for Chairpersons

Please be seated in the Chairperson's seats located at the front right of your session room at least 10 minutes prior to your session starts.

The time indicator is set on the chairperson's desk to indicate each speaker's allotted time. Please manage the session time not to delay the schedule.

[Oral Presenters]

Information for Speakers (Invited / Oral / Young Investigators)

Please come to the PC Center at least 1 hour prior to your presentation to check in your data. Those speakers who give their presentations at the sessions that start before 9:15 are requested to complete the data check in at the PC Center by the day before.

PC Center is located at Room 211/212 on the 2nd floor, Conference Center.

Submission Deadline	1 hour prior to the starting time of your session (or day before if your session is scheduled to start before 9:15)
----------------------------	--

Opening Hours:

Saturday, Sept. 14	8:00-18:00
Sunday, Sept. 15	8:00-17:00
Monday, Sept. 16	8:00-17:00
Tuesday, Sept. 17	8:00-18:00
Wednesday, Sept. 18	8:00-15:00

Presentation Guidelines

To check in your data at PC Center, please be noted that:

- 1) Remote presentation system is equipped in the each session room. You have a TFT monitor, mouse and USB keyboard on the podium to operate your presentation.
- 2) Audio playback is not possible.
- 3) Please make sure to be seated in the designated front seats 10 minutes prior to the start of the session.

If you use the Secretariat's PC

- 1) Only USB flash memories and CD-R are accepted. MOs, floppy disks, and CD-RWs cannot be accepted.
- 2) Windows (Windows XP) is the only operating system available for the presentations.

(If you have prepared the presentation data on a Macintosh, you are advised to bring your own computer.)

- 3) Only Windows Media Player can be used to playback movie files. (No audio file to be operated)
- 4) Your media should contain only the presentation data for the Congress.
- 5) Your presentation data file should be named as <Session Number>-<Name> .ppt.
- 6) If your presentation data is linked to other files (i.e. still or moving images, graphs, etc.), those linked files should also be saved in the same folder, and the links to be checked beforehand.
- 7) The Secretariat is responsible for destroying all copies of any data after the session.

If you bring your own PC or Mac

- 1) Please check in and notify at the PC Center your plan to use your own PC / Mac for presentation at least 1 hour prior to your presentation (or day before if your session is scheduled to start before 9:15).
- 2) The Secretariat will prepare a Mini D-sub 15 pin PC cable connector. If your machine is not compatible with this cable connector, please bring an adaptor to connect your machine to the Mini D-sub 15 pin PC cable connector.
- 3) Please bring your AC adapter with you.
- 4) The resolution of the LCD projector is XGA (1024 x 768). If your machine requires a resolution setting change, please change this setting beforehand.
- 5) Please also bring your presentation data on a media (either on USB flash memory or CD-R) as a backup file.
- 6) After checking connections at the PC Center, please bring your PC / Mac to the Operation Desk in the session room 30 minutes prior to the start time of your session.
- 7) Following the conclusion of your session, we will return your machine at the Operation Desk. Please come to the Operation Desk promptly to collect it.

[Information for Poster Presenters]

[Poster Presenters]

Preparing Your Posters

1) Poster Panel

The secretariat will prepare a panel with your poster number.

Pins will be provided along with the board.

Placing your poster with any other materials

(i.e. adhesive tapes) is prohibited.

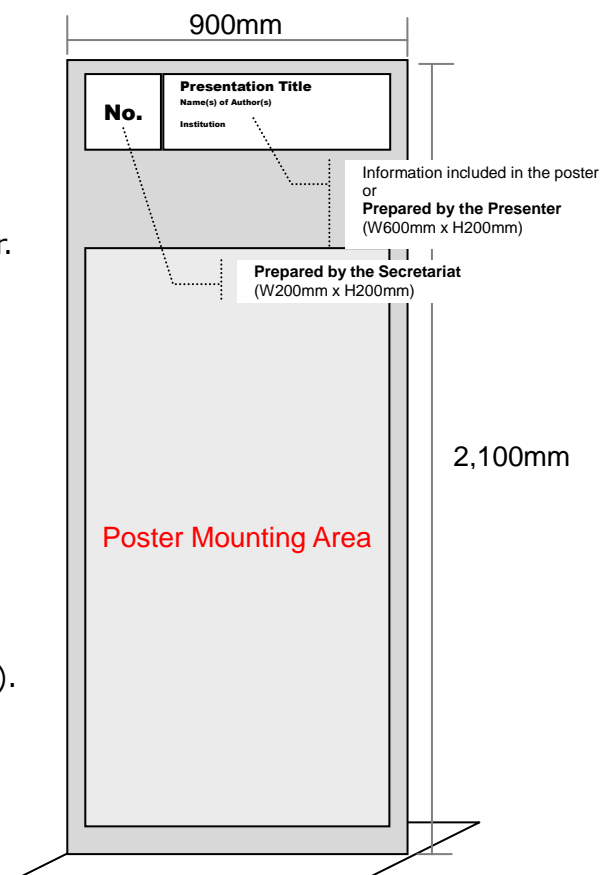
2) Poster size

The size of the poster panel is W900 mm x H2,100 mm

(see right image). Please prepare your posters to fit in this size. Each presenter is responsible for preparing their posters with the title, name(s) of author(s) and institution(s).

3) Poster Title

Please prepare a slip with title, name(s) of author(s), and institution(s), if not included in their posters.



Poster Discussion: Free Discussion Style

1) Guidelines

Discussions should be held in front of your posters.

Participants will be free to view the posters and to discuss with presenters during the designated time.

During the specified times, please be in front of your poster to answer any questions from the participants.

2) Presentation Schedule

Date	Poster No.		Time
Sunday, Sept. 15	POS- 01 -XXX	ODD	14:00-14:45
		EVEN	14:45-15:30
Monday, Sept. 16	HPP Poster		8:15-9:30
	POS- 02 -XXX	ODD	14:00-14:45
		EVEN	14:45-15:30
Tuesday, Sept. 17	POS- 03 -XXX	ODD	14:00-14:45
	POS- 03 -LB-XXX	EVEN	14:45-15:30

3) Set-up / Removal Schedule

Poster Presenters are asked to place their posters at the designated space and to follow the schedule below.

POS-01-XXX

Poster Mounting	8:15-9:30	Sunday, Sept. 15
Poster Removal	19:30-20:30	Sunday, Sept. 15

POS-02-XXX

Poster Mounting	8:15-9:30	Monday, Sept. 16
Poster Removal	18:00-22:00	Monday, Sept. 16

POS-03-XXX / POS-03-LB-XXX

Poster Mounting	8:15-9:30	Tuesday, Sept. 17
Poster Removal	19:30-20:30	Tuesday, Sept. 17

HPP Poster

Poster Mounting	8:15-9:30	Sunday, Sept. 15
Poster Removal	19:30-20:30	Tuesday, Sept. 17

Any posters or handouts left behind after the removal time shall be removed by the Secretariat and kept in the Exhibition office until 15:30 on the following day of your presentation. Those posters or materials which are not claimed by that time will be destroyed. (For those presented on Sep. 17 can be picked up at the Exhibition office between 9:00 to 15:00 on Sep. 18.)