Guidelines for Chairpersons

1. Guidelines for "Chairpersons and Presenters- Breakfast Meeting-"

1) On the day of your session, a 'Breakfast-Meeting' will be held at the Room Swan at 7:30 am, for each session's Chairpersons and Presenters to get together and introduce each other as their session member.
   After the meeting, Chairperson shall report the confirmation of presenters' participation in your session to the L.O.C. staff who will stand by in the meeting room.

2) Two chairpersons are nominated at each session. Please inform us if you will not be available for the meeting.

3) Important note for presenters:
   Before the session, please make sure you have rehearsal your presentation in the rehearsal room (Room I) to ensure your presentation will be the smoothly performed. The L.O.C. staff is available if any assistance of rehearsal is needed.

4) Chairperson will be asked to help forwarding organizing committee message to their session member in case of needs.

5) The 'Breakfast-Meeting' is scheduled for 1 hour including breakfast.

2. Guidelines for the sessions

1) Each session will be performed by two chairpersons.

2) The session's schedule is managed by the chairpersons. Each presenter is allotted 15 minutes for his/her oral presentation and 5 minutes for discussion.

3) If you have any other questions or problems, please inform a L.O.C. staff in your session room for assistance.

4) Chairpersons are asked to pass the thanks letter to invited speaker and a certification to presenter.

4. Chairpersons and Presenters Meeting

Chairpersons and presenters must attend "The Breakfast Meeting" that to be held at ROOM SWAN on the day of your session presentation.
For details, please refer to the meeting schedule.

Guidelines for Presenters

1. Presentations

1) English is the official language for the presentations.

2) Each presenter is allotted 15 minutes for his/her oral presentation with 5 minutes discussion followed. All presenters are kindly requested to strictly observe the allotted presentation time.

2. Visual Equipment

A digital projector will be available for each presentation.

3. Presentation Data Rehearsal Room

1) You are required to submit your presentation data (slides) into the host computer at the Rehearsal Room on the Room I, at least three hours before the session
If your session is in the morning, please submit your presentation the previous evening. Your presentation data will be sent through LAN to your presentation room.

2) Your data must be made using the following operating software and application software.
Operating software: Windows 7
Application software: Power Point 2003or2007or2010.

If you would like to use other software or Macintosh for your presentation, you have to bring your own computer. Presenters can use either Windows or Macintosh with a 15 pin D-Sub terminal. The power supply in Japan is 100V with a 2-prong socket.
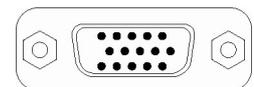
D-SUB15 pin

3) The following media will be available in the Rehearsal Room.
USB memory ,CD-ROMs and CD-RWs will be available.
DVDs will not be available.

4) If you wish to use other software or special fonts (except English standard font) for your presentation, you have to bring your own computer. Presenters can use either Windows or Macintosh with a 15 pin D-Sub terminal. The power supply in Japan is 100V with a 2-prong socket.

4. Chairpersons and Presenters Meeting - Breakfast Meeting-

Chairpersons and presenters must attend "The Breakfast Meeting" that to be held at ROOM SWAN on the day of your session presentation.
For details, please refer to the meeting schedule.