

17th IFHTSE 2008
INSTRUCTIONS FOR ORAL PRESENTATION

1. TIME ALLOCATION FOR ORAL PRESENTATION

The time allocated for each presentation is as follows:

Invited : 30 minutes (25 minutes for presentation, 5 minutes for Q&A)
Contributed : 20 minutes (15 minutes for presentation, 5 minutes for Q&A)

In order to ensure the smooth operation of the sessions, the Organizing Committee asks all speakers to keep to the time allocation.

2. EQUIPMENT FOR PRESENTATION

Oral presentations should be presented by computer (PowerPoint) only. The Session rooms are provided with one Windows laptop computer with an LCD (Liquid Crystal Display) projector. Please bring your presentation data on USB memory or a CD-ROM. Speakers with Windows Vista, Macintosh, or the presentation data including an animation should use their own computers.

3. PREVIEW

* Preview room
Place: Room 407 on 4th floor
Open hours: Oct. 27: 15:00-17:00
Oct. 28: 8:00-16:00
Oct. 29: 8:30-17:00
Oct. 30: 8:30-16:00

4. UPLOAD PRESENTATION DATA OR CHECK OWN COMPUTER

After the Preview, please upload your presentation data to the provided computer or set with your own computer to the operation desk in each session room during a break prior to your session.

A. Information for Speakers who bring in Data *Recommended

The computer prepared by the Secretariat is Windows (OS: Windows XP and a version after 2003 only / Application: Windows PowerPoint XP, 2003 and 2007). Application to make a presentation can be run on Windows only.

Fonts should be OS standard fonts such as Times New Roman, Arial, or Courier. Please be sure to conduct a virus check in advance.

B. Information for Speakers who bring in their own computer

Please bring Windows (a version after 2000 only) or Macintosh (a version after Mac OS9 only) computer.

The projectors are connected to computers via a D-sub 15-pin plug. If your computer does not use this type of plug, please bring the necessary adaptor.

When your presentation data includes animation, please be sure to report it to the operation staff and check if it can be shown on the screen