

## Information for Speakers and Poster Presenters

### Speakers Information

#### 1. Presentation Equipment

All presentations must be in English except some Skills Building Workshops.

Each session room is equipped with a PC (Windows XP) and a PC projector. Speakers of the Plenary, Symposia, and Oral Sessions are requested to prepare their presentation data in Microsoft PowerPoint format and set the resolution at XGA (1024 x 768). (Note: Microsoft PowerPoint XP is preferable.) Please bring the presentation data by either a USB flash memory Clip Drive or CD-ROM. Generally, equipment for audio output is not provided.

In case mechanical problems occur, which cannot be solved immediately, speakers will be asked to continue their presentation by OHP. An OHP projector can be prepared by the Congress Organizer, but there is a limit on the number of projectors.

#### 2. Speakers Desk

Speakers of the Plenary, Symposia, Oral Sessions, Satellite Meetings and Skills Building Workshops are requested to come to the “Speakers Desk” located in the venue where their presentation is to be held. The Speakers Desks will be located in the Foyer (B1F) of Portopia Hall, Portopia Hotel, and International Conference Center Kobe (3F) to check in presentations. Speakers of the Youth Forum and Community Forum are requested to come to their respective rooms directly to check in the presentations.

Speakers should bring their presentation data by either USB flash memory or CD-ROM. Speakers will be asked to preview it at the Speakers Desk. The presentation data will be sent from Speakers Desk via LAN to each session room. Speakers are requested to come to the Speakers Desk at least 2 hours prior to their session. For early morning speakers, we advise the speakers to check in the Speakers Desk the evening before.

#### 3. Speakers Desk Opening Hours

Portopia Hall	
Friday, July 1	16:00-19:00
Saturday, July 2	8:30-18:00
Sunday, July 3	8:30-18:00
Monday, July 4	8:30-16:30
Tuesday, July 5	8:30-11:00 (only for the Rappoteurs session)

Foyer in Portopia Hotel (B1F)

Friday, July 1	16:00-17:00
Saturday, July 2	8:30-18:00
Sunday, July 3	8:30-18:00
Monday, July 4	8:30-17:00

International Conference Center Kobe (3F)

Friday, July 1	15:00-17:00
Saturday, July 2	8:30-18:00
Sunday, July 3	8:30-18:00
Monday, July 4	8:30-18:00

#### 4. Presentation Time (Oral Sessions)

Presentation should consist of a 10-minute presentation followed by a 5-minute discussion time. Speakers of Oral Sessions are requested to wait in the “next speakers seats” located in the oral session rooms at least 20 minutes before their presentation begins.

### Poster Presentation

Poster presentations will take place in the Exhibition Hall No.1.

Poster Reception Desk will be located in the Exhibition Hall No.1.

All presentations must be in English.

Poster presenters will be requested to stand by their posters during lunch time (12:30-14:30) on their presentation day from July 2 to 4. Posters will be displayed throughout the day of presentation (9:00-17:30).

Please prepare a clear, descriptive visual material within the board size of W900mm x H2100mm.

The poster must be posted in the Exhibition Hall between 8:30-9:00 on the presentation day. All poster boards will be numbered and the Congress staff will direct the poster presenters to their presentation spot.

Use pushpins to post illustrations and labels on the poster board. Pushpins will be provided to their in a paper cup beside their poster board.

The poster must be removed at the end of the presentation day (17:30-18:00). Congress organizers will not bear any responsibility for uncollected materials. Materials that are not removed will be discarded in order to prepare for the next session.

Schedule

8:30-9:00	Poster set-up by presenters of the day
9:00-17:30	Posters display (all day)
12:30-14:30	Presentations
17:30-18:00	Removal of posters by presenters of the day