

### **Regular session instruction for presenters and session chairs**

1. Time slots for the regular session are 20 minutes each. The first 15 minutes are for presentation and the last 5 minutes are for questions and answers. Language: English
2. A video projector and computer will be available for the oral sessions. You may use your own PC, or a PC (Japanese-language version of Windows XP SP3 with Microsoft Office 2010, 1GB RAM) will be available. PowerPoint is the required data format.
3. UEC will provide a MiniD-sub15 pin connecting cable. If you require an adaptor for this, please bring your own.
4. Please make sure to arrive at the presentation room 15 minutes prior to the start of your session and give your electric file on a USB drive to the staff if you use the PC provided by UEC. Timely transfer of your file to the presentation computer is essential to verify that there are no problems with your presentation, and to avoid delays between presentations.

Note: The chair of each oral session is responsible to strictly follow the timetable.

### **Poster session instruction**

1. Please prepare your poster (already printed) within the size of 150cm high x 90cm wide.
2. On the top of the poster, write the following information:
  - The paper ID
  - The title of the paper
  - The name(s) of the author(s) and the affiliation
3. Put up your poster by 15:30 Aug. 30. The paper ID is shown on each panel. UEC will provide materials for attaching posters.
4. Presentation time and venue: 17:10-18:10, Aug. 30 at Building B, Lobby  
Please make sure to be there to give your presentation when the session is scheduled.
5. Remove your poster before 14:30 Aug.31. The posters remaining after that will be discarded.