

INSTRUCTION TO PRESENTERS

6th Aug. 2010

Instruction to Presenters

- 1) The chairperson of each session is responsible for its organization.
- 2) The chairperson will decide the order of presentations, the presentation time, and the way for discussions. A meeting will be held shortly before the session, where the chairperson will spell out these rules. Presenters are required to follow the instructions of the chairperson.
- 3) In principle, the presentation time will be seven minutes including a short preparation for the presentation. Presenters should be ready to finish the presentation in seven minutes.
- 4) Presentation should use a PC and LCD projector, which will be provided for each session room. The PC should be operated by the presenters themselves. (Please note that the staff for the session will not be able to assist you.)
- 5) The presenters are prohibited to use their own PC for the presentation.

Important Notice on Presentation

1. How to make presentation

You would be asked to make the presentation using PowerPoint 2007 or Acrobat 9.0 on the Windows PC which will be provided at your session room. You cannot make the presentation using OHP. You would be asked to bring ppt or pptx file together with pdf file for your presentation if you prepare the presentation file on a Machintosh PC.

2. Data of your presentation

- 1) You will be asked to bring your presentation file in a USB memory stick or a CD-R, which is finalized. You cannot use the other media. You are also kindly asked to do virus check of your media in advance.
- 2) The size of your presentation file is preferably less than 20 MB and must be less than 100 MB.
- 3) The file name should be the assigned presentation number as below:
presentation number.ppt or presentation number.pptx (For example, II138.ppt or II138.pptx if your presentation number is 138 in the Division II.)
- 4) In case you use a motion picture, it should be playable on Media Player V12.0.
- 5) You are asked to use the fonts installed as standard fonts; namely MS Mincho, MS P

Mincho, MS P Gothic, Times New Roman and Century)

3. Preview room

Preview room is available to check your presentation slides. You are kindly requested to check whether font and animation appear properly.

3. Guides for presentation at session room

- 1) Bring your presentation digital data to your session room 10 minutes before your session will start. Your presentation may be cancelled if you were late.
- 2) The presenter is suggested to sit in the front part of your session room.
- 3) The loading your presentation file to the computer in the session room will be done by the person in charge for the smooth process.
- 4) The presentation order may be changed due to unpredicted trouble.
- 5) After your presentation the person in charge will delete your presentation data in the computer.

Measures for computer virus

Anti-virus software will be installed in every computer in the session rooms. However, JSCE would not take responsibility to any trouble with computer virus brought by any presenter. Therefore, every presenter is required to take proper anti-virus measure for your presentation file in advance. The presenter is suggested to check once again the media (USB memory stick or CD-R), connected to the computer at the session room, when the presenter will use it later.