

Guidelines for speakers

Preparing for presentations

Presenters must prepare their presentations in English and are requested to use their own computer. Presenters who need to use a computer without HDMI or VGA Display Port adapter (VGA 15 pin female output) such as Mac computer should bring their own HDMI/VGA connector. Note that the electric voltage in Japan is 100 Volts and that the outlet fits into a Type A plug (compatible with North American outlets).

Before your session takes place

1. Come to the session room at least 15 minutes prior to your scheduled session (during the break before your session) and meet the Session Chairs.
2. Provide the Session Chairs with how you would like to be introduced (name, title, affiliation). The Session Chairs will inform you about the time of your presentation. Most of the sessions have been planned for presentations of 12 minutes each, including questions/discussions. However, time allotted for each presentation may slightly vary depending on the number of speakers in the session.
3. Please check whether or not your presentation is shown on the screen. Just in case you have a trouble with your computer, please carry the presentation data in a USB flash drive so that you can use a computer provided by the organizers for your presentation.

During your session

1. Please deliver your presentation strictly within the allotted time, leaving at least two minutes for questions and discussions.
2. As a presentation nears the end, you will be alerted by the Session Chairs of the time left. Session Chairs are instructed to stop any presentation that runs over the allotted time.