For Speakers

1) All presenters are requested to upload their presentation data to the presentation PC in the session room 20 min. prior to the session starts. Please note that we do not have AV operator and you will be requested to upload the data by yourself. PCs for the preview are set-up near the registration desk. Please check if your data work fine with the equipment in the session room.

2) Data Preparation

◆Bring your presentation on a Windows readable USB flash Drive. In case you use video files, you should bring your own laptop and make sure that the data is applicable to Windows Media Player.

◆Only the standard fonts（e.g., Helvetica, Arial, Times New Roman）are accepted for your presentation file, and unusual fonts may not be displayed properly on the computers in session rooms.

◆Include any external files utilized（e.g. movie files）in the same folder as your presentation. Copy the entire folder to the USB flash Drive.

◆Video clips（other than certain animated gif files）are not embedded in PowerPoint presentations except PowerPoint 2010 and 2013; you will need to bring the separate video files（WMV type is recommended）with you and submit them along with your presentation file.

◆Please name the file as : "Program number (or session name）_presenter name.ppt（If Windows 2010_2007, pptx）."

◆In order to avoid virus infection, please scan your data with updated anti-virus software beforehand.

◆Users of Macintosh Computers : You should bring your own Macintosh since there would be technical issues that can arise when PowerPoint files created on a Macintosh are run on a Windows PC.

3) Laptops

◆Speakers using their own laptops should contact to the organizer prior to the meeting via e-mail at isterh2013@gmail.com

◆Speakers using their own laptops MUST HAVE a VGA D_sub 15pin female output. Special video output cable is required for some laptops to use the D_sub 15pin to connect to external monitors and data projectors. Please note that we are not equipped with that special cable and you must bring it in case it is necessary. The laptop output resolution should be no more than XG A (1024 × 768）. The higher resolutions than the native resolution (1024 × 768）would possibly lose some information or not project by forcing the data projector into a compression mode.

◆Please name the file as : "Program number (or session name）_presenter name.ppt（If Windows 2010_2007, pptx）" and save it to the desktop or create a shortcut on the desktop.

◆You should have your data backed up in case of computer trouble.

◆Please turn off the screen-saver and energy saving mode beforehand.

For Chairpersons

1）All chairpersons are asked to be in their session rooms no later than 15 minutes prior to the beginning of the session.

2）Chairpersons should make every effort to maintain the time schedule and give warnings to the speakers, if needed.