

<Instructions for Oral Session Presenters>

- Oral presentations are allocated 20 minutes for a presentation, and questions and discussion. A typical presentation has 15 minutes for the presentation, 4 minutes for the questions and the discussions, and 1 minute to change the speakers and a brief introduction of the presentation by the chairperson.
- The speakers should use their own PCs to make presentations. Either a Windows PC or a Macintosh PC is available for their presentation.
- The speakers must join the session at least 5 minutes before the session starts and must declare their attendance to the session chair and the technical staff.
- Before the session starts, it is strongly recommended that the presenter checks the connection or compatibility of your PC with the video projector in the session room. Be sure that all the power-saving features such as a sleep mode, a screen saver, etc., must be turned off during the prior presentation.
- The speakers are recommended to bring their presentation data with a USB memory stick as a backup.