Instructions for Oral Presentation

1. Time Allocation for Presentation

The time allocated for each presentation is as follows:
* Session times include 5 minutes-Q&A Session at the end

Plenary Speaker: 40 minutes (35 min for your presentation, 5 min for Q&A)
Invited Speaker: 30 minutes (25 min for your presentation, 5 min for Q&A)
Contributor: 20 minutes (15 min for your presentation, 5 min for Q&A)

2. Data Submission

Oral presentations should be presented by PC only.

In principle, presenters are requested to **bring their own laptop PC with the presentation data downloaded inside.**

USB storage devices are admissible if PC could not be brought by any means. (In such cases, be sure to have your data converted to PDF file format.)

Please do bring your own PC if your presentation includes video data to avoid any unpredictable incompatibility with the system environment.

Please submit your PC to the operator's desk in the room where your presentation takes place, 60 to 30 minutes prior to the beginning of your presentation or during coffee break before the session.

Please appear at the Next Presenter's Seat at least 20 minutes prior to your presentation.
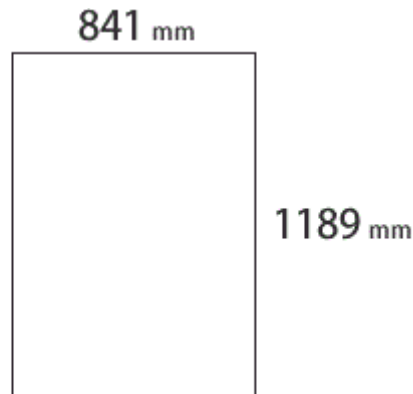
For Mac users:
Please be sure to bring your own machine, adopter cables, and conversion plugs (i.e. for D-sub 15 pin).

Instructions for Poster Presentation

Poster Sessions: At "Conference Management Room" on B1 floor of the venue

1. Poster size
All the posters must be displayed at the poster session hall from 12:10, May 22 (DAY-2) to 13:50, May 23 (DAY-3). Recommended usable area: Width 841mm x Height 1189 mm (A0 size)

LPM Posters:
The presenting authors for **odd-numbered posters** should be present in front of their posters during **12:10-13:50 on May 22**, while **even-numbered posters**, during **12:10-13:50 on May 23**.

HPL Posters:
The presenting authors for HPL posters should be present in front of their posters during 12:10-13:50 on May 22.

Please use pushpins available in the poster session hall to attach posters.
The session hall is open for posting from 8:30.

During your presentation, please wear the blue ribbon tag which will be provided for every presenter.

After the poster presentation on May 23, please remove your presentation materials by 16:20. Posters left behind will be disposed by the secretariat.

2. Short Presentation
In addition, all the poster presenters are requested to give Short Presentations scheduled before Poster Session on May 22, at Room 1 (LPM) and Room 4 (HPL)

Please **prepare your presentation materials printed on A4 paper**, for Short Presentation session. We prepare a document imager (EPSON ELPDC20) in Room 1 & 4.

Due to the limited time schedule of the program, each short presentation is **2 minutes**, and only printed materials are allowed for the Short Presentation.
There will be no printer on the site.