

Presentation Instructions

For oral presenters

(1) Language

- Presentation language is **English only**.

(2) Equipments

- Each oral session room is equipped with a Windows PC, a projector and a screen. Overhead Projectors are not provided.
- Microsoft PowerPoint* is available for oral presentation. All presenters who make their presentation by using PowerPoint are requested in advance to submit the virus free PowerPoint data file which is saved on a virus free USB memory device or a CD, to the **secretariat desk (Room 103) after 10:00 am and no later than 5:00 pm on June 4**.

* Only 2003/2007/2010 for windows version is acceptable.

(3) Presentation

- On the symposium day on June 5, all presenters are requested to come to the session room shown in the program **at least 20 minutes prior** to the time when each session begins. Please sit in the front row during the session.
- Presentation time for each presenter will be strictly limited to **10 minutes** with a 2 minute question and answer time. Alarms will sound after 8, 10 and 12 minutes.