

INFORMATION ON ORAL PRESENTATION

Presentation Time

	Session Time	Presentation Time	Discussion
Plenary	35 min.	30 min.	5 min.
Invited	25 min.	20 min.	5 min.
Regular	15 min.	12min.	3 min.
Short	4 min.	3 min.	1 min (Alternation)

Buzzer First: Warning, Second: End of the presentation time, Third: End of the discussion time.

Audio-Visual Equipment

*** Plenary, Invited and Regular Presentations**

Conventional Over Head Projector for transparent sheet is used for the oral presentation.

Presentation using direct projection from personal computer is also available, but CONNECTION CHECK BEFORE THE ORAL SESSION IS NECESSARY.

Authors wishing to present their paper using projector are requested to bring overhead transparencies preparing for an unforeseen accident.

*** Short Presentations**

IT IS REQUIRED THAT THE PRESENTATION IS PERFORMED BY CONVENTIONAL OVER HEAD PROJECTOR FOR TRANSPARENT SHEET. Presentation using direct projection from personal computer is forbidden.

Preparation of Papers

- 1) All Authors MUST be presented in ENGLISH.
- 2) An Overhead Projector and LCD Projector are the standard equipment provided in each Technical Session room. A Speaker-Ready room is usually available throughout the entire meeting for speakers to preview their transparencies and practice their presentations.
- 3) For good viewing, it is suggested that: (a) 8.5" x 11" or similar sheets of transparencies be used; (b) prepare typed artwork on regular paper and transfer it to film by means of a photocopying machine; (c) transparencies should be placed vertically and letters should be as large as 24-point gothic font or the equivalent; (d) black and blue colors are most clearly read at a distance, as yellow, red, brown and orange are difficult to distinguish.