

# Information for Organizers, Chairpersons and Presenters

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## ◇ Language

Prepare your slides in English and give your presentation in English.

## ◇ Projector

Please bring a laptop with you for your presentation. A projector is equipped in each lecture room. A sound output is not accepted.

- 1) Please prepare your presentation file in Microsoft PowerPoint.
- 2) The output resolution should be XGA (1024 × 768). The higher resolutions would possibly lose some information.
- 3) Our staff will connect your laptop to a switcher.
- 4) The output connector of your laptop should be “miniD-sub15pin”. If your connector is a different type (for example, that of Macintosh computer), please bring a conversion adaptor.
- 5) Bring your PowerPoint file in a USB memory.
- 6) Bring your AC adaptor in case that your battery would die.
- 7) Deactivate the screen-saver and power saving mode of your laptop.

## ◇ For organizers of symposia

Please come to the assigned room by 15 minutes before the start of the session, and then tell our staff of your arrival. Keep the time schedule and make smooth progress in the program. As a time keeper, our staff will help you.

## ◇ For speakers of symposia

Please come to the “Preview Desk” in the assigned room by 15 minutes before the start of the session.

Our staff will connect your computer to a switcher.

\*Please note that there is no preview room.

## ◆ Time allocation:

Symposium: Time allocation will be controlled by chairpersons.

“Early Career Award in Biophysics” Candidate Presentation: Presentation 10 min. + Discussion 3 min + Laptop change 2 min.

## ◇ For chairpersons of oral presentation

Please come to the assigned room at least 15 min before the start of the session, and then inform our staff of your arrival. Keep the time schedule and make smooth progress of the session. As a time keeper, our staff will help you.

## ◇ For speakers of oral presentation

Please come to the “Preview Desk” in the assigned room by 15 min before your presentation. Our staff will connect your laptop to a switcher.

\* Please note that there is no preview room.

◆ Time allocation: Presentation 8 min.+ Discussion 3 min. & 30 sec. + Laptop change 30 sec.

◇ For poster presenters

		Day 1, Sep. 15	Day 2, Sep. 16	Day 3, Sep. 17
Setup		8:30 - 9:30	8:30 - 9:30	8:30 - 9:30
Presentation	Odd Numbers	16:30 - 17:30	16:30 - 17:30	12:45 - 13:45
Discussion	Even Numbers	17:30 - 18:30	17:30 - 18:30	13:45 - 14:45
Removal		18:30 - 18:45	18:30 - 18:45	14:45 - 15:00

\*Periods of poster display: Posters will be replaced every day for the next day's poster presentations.

\*Panel size: 90 cm wide × 210 cm high. Push pins are available at the site.

\*Removal: Any posters remaining on panels after the removal time will be discarded by the secretariat.

◇ Instructions for poster presentation

A poster must be written in English.

Put a small circle on the upper left of the presenter's name.

◇ Presentation types and how to read the presentation numbers

Presentation types are Symposium Speech, "Early Career Award in Biophysics" Candidate Symposium, Oral Presentation, and Poster Presentations.

**Speech at symposium: (Ex.) 1SAA-03**

Presentation day (1, Sep. 15; 2, Sep. 16; 3, Sep. 17) + Symposium (S) + Session room (Room A) + AM (A) / PM (P) + Order of the talk

**"Early Career Award in Biophysics" Candidate Symposium: (Ex.) 1YK1045**

Presentation day (1, Sep. 15) + Young Scientists (Y) + Session room (Room K) + Starting time of the talk

**Oral Presentation (Ex.) 1B1320**

Presentation day (1, Sep. 15; 2, Sep. 16; 3, Sep. 17) + Session room (Room B) + Starting time of the talk

For presentations which are eligible for consideration for Student Presentation Award, "\*" is attached on the right side of a presentation number.

**Poster presentations: (Ex.) 1Pos001**

Presentation day (1, Sep. 15; 2, Sep. 16; 3, Sep. 17) + Poster (Pos) + Panel number