Information for Presenters

◇ 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 x 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 & "Early Career Award in Biophysics" (ECAB) Candidate presentations
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 or ECAB Candidate presentations
Please come to the "PC 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.
ECAB Candidate Presentation: Presentation 10min. + Discussion 3min + Laptop change 2min.

◇ 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 PC 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 8min.+ Discussion 3min. & 30sec. + Laptop change 30sec.

◇ For poster presenters

		Day 1, Sep. 19	Day 2, Sep. 20	Day 3, Sep. 21
Setup, Display		8:45 – 16:30	8:30 – 16:30	8:45 – 12:45
Presentation Discussion	Odd Numbers	16:30 – 17:30	16:30 – 17:30	12:45 – 13:45
	Even Numbers	17:30 – 18:30	17:30 – 18:30	13:45 – 14:45
Removal		until 18:45	until 18:45	until 15:00

＊Periods of poster display: Posters will be replaced every day for the next day's poster presentations.
＊Panel size: 90cm wide x 210cm 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 Presentations, Oral Presentation, and Poster Presentations.

　　Speech at symposium: (Ex.) 1SAA-03
　　Presentation day (1, Sep. 19; 2, Sep. 20; 3, Sep. 21) + Symposium (S) + Session room (Room A) + AM (A) / PM (P) + Order of the talk

　　"Early Career Award in Biophysics" Candidate Presentations: (Ex.) 1YK1045
　　Presentation day (1, Sep. 19) + Young Scientists (Y) + Session room (Room K) + Starting time of the talk

　　Oral Presentation (Ex.) 1B1320
　　Presentation day (1, Sep. 19; 2, Sep. 20; 3, Sep. 21) + 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. 19; 2, Sep. 20; 3, Sep. 21) + Poster (Pos) + Panel number