

## Presentation Guidelines

### Poster Presentations

Each board will be 900 mm wide x 2000 mm high. A supply of pushpins will be available.

Number of each poster includes information on when and where the poster will be presented. For example, poster “14P-I-55” will be seen on July 14, in Hotel Metropolitan Room Asama (I: Asama, II: Kurohime), on board labeled “55”.

Light refreshments and snacks will be provided during the poster presentation every night.

### Oral Presentations

General presentations are scheduled for 20 minutes; invited/keynote/featured presentations are scheduled for 30 minutes. Every presentation above includes 5 minutes for discussion.

An LCD projector is available for your presentation. We do not provide an overhead projector (OHP).

You can bring your data by one of the ways:

- 1) Bring your own PC and connect it to an LCD.
- 2) Just bring your data saved in digital storage media, such as CD-R and USB flash memory. Our in-room PC works on Microsoft Windows XP (version 2002). For Microsoft PowerPoint users, we provide one in 2003 version. Please note that a file saved as “\*\*\*.pptx” (PowerPoint 2007 style) cannot be opened unless it is translated into “\*\*\*.ppt” style (PowerPoint 2003 or former style).

A computer room is available Monday-Friday in the Room Togakushi at Metropolitan Nagano Hotel to check your slides.