Presentation Guidelines

Oral Presentations

1. Presentation Time
   Oral presentations are assigned 15 minutes. (presentation for 10 minutes, Q&A for 5 minutes).
   Staff will inform you of the time with a bell.
   1st Bell : 10 min. (including 5 min. for Q&A remaining)
   2nd Bell : 5 min. remaining (end of your talk)
   3rd Bell : End of your presentation time

2. Presentation Method
   Oral presentations will given using a PC projector. JSAP will prepare a laptop PC and a LCD projector at each session room.
   Please bring your presentation files (ppt) in USB devices or CD-ROMs.
   (Software specifications)
   - OS: Windows 7 Pro.
   - **Microsoft Power Point 2007, 2010, 2013**
   - Windows Media Player Ver. 10   *Other video players are not installed on the PC.
   (Presentation file)
   - Please use the standard fonts of Windows 7.
   - Presentation files should be named as follows; your program number_your family name.
     Ex.) 14p-F201-5_Smith.ppt
   (Preparation at the session room)
   - Please copy your presentation file to the desktop in the presence of our staff member during the break before the session starts.

For those who bring their own PC
- Please turn on your computer prior to your presentation and make sure that you can quickly project the screen when your turn comes.
- Time to set up the equipment is included in your presentation time. Please prepare well in advance for the smooth flow of the session.
- We will prepare the connector as shown right. If your laptop does not have this connection, please bring the converter by yourself.

Poster Presentation

1. Preparation
   JSAP will prepare display panels (180cm(H) × 90cm(W)) with each program number posted on. Pushpins will be available at each panel. Do not use glue or tape.

2. Hours

	AM	PM1	PM2
Preparation	9:10 〜9:30	13:10〜13:30	15:40〜16:00
Session	9:30〜11:30	13:30〜15:30	16:00〜18:00
Poster Removal	11:30〜11:40	15:30〜15:40	18:00〜18:10

*Core time: First half for those with an odd program number. Latter half for those with an even program number.