

Oral Presentation Guideline

1. Presentation Materials

- ① Presenter should prepare the presentation file in a **MS-PowerPoint (ver. 2003)** format in English.
- ② Please send your presentation in advance to the Secretariat in **MS PowerPoint** file format by **September 30, 2008** for audio visual testing with the equipment at the session room.

2. Preview Room

- ① Every presenter should visit 'Preview Room' and check the presentation file as a final version at least 24 hours before each session begins to ensure the backgrounds, graphics and linked images appear properly.
- ② If the presentation file which was previously sent is not a final version, please replace it with new one at '**Preview Room.**'
- ③ Presentation material should be brought in a CD-ROM or USB Memory Stick. No support will be provided for 3.5" floppy disk or Zip Drives.

Preview Room		Location
Operation Hours		
✓ October 10 (Fri)	07:00 - 18:00	<u>Seminar Room 1</u>
✓ October 11 (Sat)	07:00 - 16:00	<u>Seminar Room 1</u>

3. Audio-Visual Equipment

- ① Main session room will be furnished with a LCD Projector and laptop computer, which is installed with Microsoft PowerPoint (**ver. 2003**) and Adobe PDF Reader (ver. 7.0) operated in Windows XP (English version).
- ② If you have any animation file(s) or DVD in your presentation and require other type(s) of equipment, please let the Secretariat know in advance.
- ③ To avoid frequently occurring technical problems in the presentation, it is discouraged to bring your own computer (especially Macintosh laptop) unless your presentation requires it for special software and/or hardware. If it is unavoidable to use your own laptop, you should bring all the necessary adaptors which are compatible with our beam projector (RGB port). To ensure the compatibility, **you MUST check it at the session room 30 minutes before the session begins.**

4. Security Policy

All presenting materials of presenters will be kept safe before or after the presentations from any other access, and they will be deleted.

5. Registration

The presenter should complete the registration process for the Meeting with full payment of the registration fee by **September 30, 2008** at the meeting website.

6. Award Information

3 Award Winners will be selected based on the quality of the submitted abstract and the presentation at the Meeting. The Best Oral Presentation Awards will be awarded at the best oral/poster awards ceremony during the Luncheon Session. **(October 11, 11:30-11:40)**