

# Instructions for Presentations in Symposia and Overview talks (for invited speakers)

- We are on ENGLISH Only Policy.
- JSI 2013 has 15 international symposia.
- Each symposium has two and half hours.
- Allocated times for presentations are administrated by each chairpersons.
- ALL speakers must prepare the computer-based presentation, must NOT film slides.
- ALL speakers are requested pre-loading and/or operation check of your presentation.
- Pre-loading and/or operation checking of your presentation file into Speaker Center until 40 minutes before your presentation schedule. If your presentation is in the morning sessions, one day before is preferred.
  - Speaker Center: Foyer in front of Room A on 2nd floor in Makuhari Messe.
  - Speaker Center opening time:
    - ◇ December 11: 7:30 - 16:00
    - ◇ December 12: 7:30 - 17:15
    - ◇ December 13: 7:30 - 14:25
- Operate your presentation by yourselves with TFT monitor, keyboard, and mouse.
- Operation staff is in each conference room. Ask them freely about your operation.
- Monitor screens' resolution is XGA (1024x768). If your setting is higher than XGA, picture will not display fully.
- File data carrier:
  - Laptop computer, CD-R (formatted with hybrid ISO9660, must NOT packet written disk), and USB flash media drive are available.
  - Tablet devises like iPhone/iPad/Android are not available.
  - Please prior confirm if your presentation is also operated without hitch on another computer.
- LAPTOP COMPUTER:
  - Both Windows PCs and Mac are available.
  - Operation checking and monitor connecting test are requested in Speaker Center until 40 minutes before your presentation.
  - Offer your computer, which has been checked in Speaker Center, to operation staff in each conference room until 20 minutes before your presentation.
  - Your computer returns from operation staff after your presentation.
  - We recommend using your own computer if you have any sound/movie files on your presentation.
  - Our monitor connection cables are HDMI / D-sub15 pin (mini) MALE (see below).



- Your computer must have HDMI or D-sub 15 pin FEMALE port.
- Prepare extra connection cables as necessary.
- Deactivate functions of screen-saver, power-saving and password etc.
- Bring your AC adapters. Power supplies are equipped in each conference room.

- PRE-LOADING:

- We are sure to delete the loaded file data after JSI 2013 is over.
- You are not able to modify your data in Speakers Center.
- Available Applications as follows:
  - ✧ For Windows PC: Win7 for OS, Office 2003, 2007, 2010, 2013 for software
  - ✧ For Macintosh: X(10.5.8) for OS, Office 2011 for software
- OS-standard fonts should be used in presentation.
- Sounds and Movies should be playable with
  - ✧ Windows media player (ver10 or later) on Windows PC (recommendation format: WMV or MPEG4 WITHOUT special codec)
  - ✧ QuikTime without plug-in on Macintosh (recommendation format: mov or MPEG4 WITHOUT special codec)
- Data files must be named as '[Presentation Number]-[Presenter's Name].ppt' ('.ppt' must be small letters) before pre-loading in Speakers Center  
EX: 'OT1-HiroJSI.ppt' for Overview Talk  
'S3-4-'YokoMEN-EKI.ppt' for Symposium