Instruction for Workshop Oral Presentations

Presentation Time is different from each Workshop

- The allocated time for Workshop presentation is administrated by each chairpersons, and will be able to find on the conference web site (http://www.jsi-men-eki.org/jsi43/index.html).
- ALL speakers should check the allocated presentation time on the web site, and must keep it.
- ALL speakers must prepare the computer-based presentation, must NOT film slides.
- ALL speakers are requested pre-loading and operation check of your presentation. NOTE: As a general rule, ALL speakers are not able to use own PC.
- Pre-loading and operation checking of your presentation file into Speaker Center until 60 minutes before your presentation schedule.
  - ➤Speaker Center: Room H on 1st floor
  - ➤Speaker Center opening time:
    - December 10: 7:30–16:00
    - December 11: 7:30–16:30
    - December 12: 7:30–16:00
- File data carrier:
  - ➤CD-R (formatted with hybrid ISO9660, must NOT packet written disk)
  - ➤USB flash media drive
- We are sure to delete the loaded file data after JSI 2014 is over.
- You are not able to modify your data in Speaker Center
  - ➤Available Applications as follows: For Windows PC: Win7 for OS, Office 2003, 2007, 2010, and 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)
- The monitor size is XGA (1024×768). Please be sure all the data appears on the screen without defect under this environment.
- Data files must be named as '[Presentation Number]-[Presenter's Name]. ppt' ('.ppt' must be small letters) before pre-loading in Speaker Center. (EX: '1-A-W1-1-Taro YAMADA. ppt')
- Operate your presentation by yourselves with TFT monitor, keyboard, and mouse. In addition, you cannot use "presenter view".
- Operation staff is in each conference room. Ask them freely about your operation.
- Tablet devises like iPhone/iPad/Android are not available.