

Instructions for Oral Presentations

Please review the following carefully to ensure your readiness and avoid problems.

A. Presentation Time

General presentation: 20 minutes total

Keynote/Invited presentation: 50/30 minutes total

The general oral (invited) presentation shall be 14 (24) minutes for presentation, 5 minutes for question and answer, 1 minute for change (total 20 (30) minutes).

Bell (timer setting) common rule:

- | | |
|-----|---|
| 1st | 1 minute before the end of presentation (at 13 (23) minutes passed) |
| 2nd | At the end of presentation (at 14 (24) minutes passed) |
| 3rd | At the end of discussion (at 19 (29) minutes passed) |

Note that no bell during Keynote lectures.

B. Equipment and Materials

1. The ICG2018 Committee will provide the following:

- 1-1. Projector (LCD)

- 1-2. Connection cable (**HDMI plug, standard type A**)

NOTE: If you use your own computer, please make sure that your computer has a standard HDMI (type A) port.

- 1-3. On-site PC (Windows 10 with Microsoft PowerPoint 2016 and with Adobe Acrobat Reader)

If you want to use the on-site PC, please upload your presentation to the PC during the break time prior to the start of your session.

- 1-4. AC power for PC (table outlet: type A, 100 V/50 Hz).

- 1-5. Laser pointer

2. Presenters should prepare the following:

- 2-1. Connection adaptor if your PC is not equipped with an HDMI port,

particularly if you use an ultrathin laptop computer or a Macintosh.

- 2-2. Data for presentation

Please prepare ppt(x) file and pdf file with USB flash memory for troubleshooting measures.

C. Flow of Preparation and Presentation

As a seat for the next speaker will be provided, please be sure to be seated there before your turn and be ready for your presentation. Please allow enough time for preparation.

1. Start up PC and open presentation files.
2. Connect an HDMI cable (to PC) at the start of your presentation.
3. Switch output mode to external video output.
4. Give presentation.
5. Disconnect the cable from PC upon completion of the presentation.

D. Points to be checked, Notes

1. Please check how to change your PC screen output mode to external video output in your PC operating manual. The procedure for Windows and Mac OS differs, and also it depends on your PC model and OS version.
2. Please check the screen resolution of your PC (XGA, SXGA, SXGA+, WXGA, etc.). The LCD projectors used in the meeting can display up to XGA (1024 x 768 pixels). SXGA or higher resolution and WXGA for wide displays may not be displayed properly.
3. Please familiarize yourself with the operation of the presentation software (such as PowerPoint).
4. Please be aware that some types of PC (including some with a Macintosh) do not recognize the video output mode unless the LCD connection is made before the PC is started up.
5. There will be no audio connection. Please turn off all sound from the PC during preparation and

- presentation.
6. Please check that there is sufficient PC power and deactivate the power-saving function so that your PC will not shut down during your presentation.
 7. You are responsible for all operations, including connecting your PC to the monitor switch and selecting your video output.
 8. No extension of your presentation time due to problems with your PC will be allowed. Please also bring USB flash media sheets for your presentation in case you have problems with your PC.
 9. Please introduce yourself to the chairperson(s) in the break just before the session of your presentation.
 10. The ICG2018 Committee will provide the preview room. Please confirm the connection and projection for LCD with your PC in the spare time of the meeting place (morning, the lunch break, break time) or in the preview room. The preview room (Room 512) will be available during the following days/hours.

September 24th (Mon.): 14:30 – 18:00

September 25th (Tue.): 9:00 – 11:00, 14:00 – 18:00

September 26th (Wed.): 9:00 – 11:00

Instructions for Poster Presentations

1. Size of board

Please make posters within the range that fits on the board (width 900 × height 2100 mm).
Recommended size: A0 (width 841 × height 1189 mm).

2. English notation

Please write in English those of Title, presenter, affiliation, diagram, table caption, axis, legend.
Presentation will be in English.

3. How to display your poster

The ICG2018 Committee will provide the thumbtacks. Only the presentation number will be marked on the board. Please put your poster up in the designated place.
The Committee will not provide AC power outlets, tables, or PCs for poster presentations.

4. Venue

Room P (503) (See the floor map.)

5. Timetable for poster presentation

Display	September 24th, 2018 (Mon.) 12:00 -
Presentation	September 25th, 2018 (Tue.) 13:00 - 15:00 <u>NOTE: Posters should remain displayed till 12:00 on 26th for the judging of Poster Competition.</u>
Removal	September 26th, 2018 (Wed.) 12:00 - 13:00