

# To Chairs and Speakers

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## To Chairs

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All chairs of oral sessions are requested to be seated at the Next Chair's seats located in the right front row 15 min before their session starts.

## To Speakers

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### 1. Allotted presentation time

Session	Allotted presentation time
Meet the professor	50 min.
The KES-JES Joint Symposium	Notified individually
The KES Session	Notified individually
Oral English Session	7-min oral presentation followed by 3-min discussion

### 2. Standby

All speakers are requested to be seated at the Next Speaker's seats located in the left front row 15-min before their session starts.

### 3. Data Preview

All speakers are requested to bring their presentation data (PPT) on USB flash memory or their own computer to PC Preview Center (G1+G2, Pacifico Yokohama North 1F) and to upload their presentation data at least one hour before their session (at least 30 minutes before their presentation if they are presenting the first session of the morning).

- Accepted application format is Windows PowerPoint 2019/2021. Slides must be made in 16:9 screen resolution (FHD 1920 x 1080).

- All speakers are requested to bring their presentation data (PPT) on USB flash memory. CD-R, CD-RW, DVD-R, or MO are not supported. If you make your presentation using a Macintosh and/or moving images, please bring your own computer.
- After saving the presentation data to USB flash memory, please copy the data to another PC and confirm that it is played back correctly.
- Please perform a virus check of the USB flash memory in advance.
- Recommended typefaces are Century, Century Gothic, Arial, and Times New Roman. Please avoid special characters.
- Presenter Tool displaying your manuscript on PC monitor at the podium is not available.

#### 4. Points to note when bringing your own PC

If you bring your own computer, please note the following.

1. Do not forget to bring your power adaptor.
2. PC preview center will provide with following HDMI cables.  
Some notebook PCs may require a connector that comes with the unit (sold separately), so please be sure to bring it with you in that case.



3. Please bring your backup data created with Microsoft PowerPoint for Windows or Macintosh in case you cannot connect to the projector prepared by the Secretariat.
4. Be sure to check in advance whether the data can be output to an external display, especially in the case of large data with a lot of moving images.
5. Please deactivate screensavers, virus checks, and power-saving settings (including hot corners for Macintosh) in advance.
6. Presenter tools will not be available as it will affect the progress of the session. If you need a presentation manuscript, please bring a photocopy in advance. Photocopy service will not be available at the venue.

#### 5. PC Preview Center

1. PC Preview Center will be located at G1+G2, Pacifico Yokohama North 1F. Please be sure to submit your data and preview your presentation at the PC Preview Center at least one hour before your presentation (30 minutes before for morning presenters).

\* Presentations on Day 2 and Day 3 may be accepted even from the afternoon of Day 1.

\*Presenters presenting early morning sessions must register the day before.

**PC Preview Center is open as follows:**

Date		Time
Day 1	Thursday, June 6th	7:00 – 19:00
Day 2	<u>Friday, June 7th</u>	7:00 – 18:30
Day 3	Saturday, June 8th	7:00 – 16:00

2. After previewing your presentation data at the PC Preview Center, the operator will take custody of your data. The media itself will be returned, but we recommend that you bring the media containing your presentation data to the presentation venue in case of unforeseen circumstances during your presentation.
3. The operator will delete all the data in the presence of the secretariat after the conference.
4. If you bring your own PC, please bring your PC to the operator's desk in the oral session room (at the front left side of the room) after you have checked in at the PC Preview Center. Your PC will be returned to the operator's table after the session.