Instruction for Oral and Poster Presentations

Instructions for Oral Presentation

■ **Preparing the presentation**

1. All oral presentation will be conducted by using PC and LCD projector. Any presentation using OHP sheet, slide film or video movie is not acceptable.

2. Prepare the presentation file with Microsoft PowerPoint 2007 or later versions with extensions *.ppt or *.pptx. Alternatively, you can use the Adobe Acrobat with extension *.pdf. Embedding all fonts in the presentation file is recommended for either case.

3. Overall time slot for each presentation in the oral session is 15 minutes for presentation followed by 3 minutes for discussion. The time slot for the plenary lecture is 40 minutes for presentation followed by 5 minutes for discussion.

4. Twelve to twenty slides would be enough for good oral presentation. More than thirty slides would not have enough time for presentation (*less is better*).

5. Prepare your presentation file concisely to appeal for the audience. Typical presentation would consist of following slides in this order:
   - Title, Authors and Affiliations. Speaker name should be underlined highlighted.
   - Introduction (background, motivation, purpose of research)
   - Outline of the talk
   - Materials and Methods (assign scientific name for your materials)
   - Results
   - Discussion to wrap up
   - Conclusion and future plan
   - Acknowledgement or else, if required

   You are the expert on your research, but the audience is not. The well designed introduction is the key for good presentation.

6. Using too small font or showing too many numbers/sentences on a page would make it difficult to understand your excellent work for the audience. Using a font large enough to be seen from the back of the room for carefully selected sentences is preferable (*simple is best*).

7. Use basic fonts (e.g., Century, Calibri, Arial, New Times Roman) and standard ASCII character set for your presentation. Basic fonts are included on the session PC, but multilingual encoding system and font such as CJK (Chinese/Japanese/Korean) or CJKV fonts are not available. Using multilingual character sets may disturb the structure of sentence. If you are not sure whether using these fonts or character sets in your presentation, embed all fonts in your presentation file and check before the presentation.

8. Approximately 8% of males and 0.5 % of females have some degree of color-vision deficiency. Using minimum and carefully selected colors for your oral presentation would be a good idea to appeal for colorblind audiences. Using colors such as red and green together in your presentation may exclude colorblind members of your audiences.
   Avoid using dark backgrounds. Dark colored text on a dark colored background is not preferable for a handicapped person, and also for many audiences. Following URL provides a suggestion on color selection for the handicapped person:
   http://colorvisiontesting.com/what%20colorblind%20people%20see.htm

9. For PowerPoint users, try to resist the temptation to use amazing visual or sound effects. These effects often trouble at the discussion.

10. Showing the well designed visual aids (picture or movie) is encouraged to facilitate understanding your presentation (s*eeing is believing*). The movie/audio file should be embedded within the presentation file or accessible from the presentation file. Minimizing the size of movie or audio file will suppress unexpected error during the play.

■ **Bringing your presentation file**

11. Save your presentation file in one of the following media:
    - USB flash memory
    - CD/DVD-ROM (certain CD-R or DVD-R media may trouble upon reading the file)
    - USB external disc (FAT32 or NTFS formatted)
    Note: Bringing your own laptop, tablet, smart phone or desktop PC for your presentation are not acceptable to minimize time loss for changing the PC, except for Macintosh. Any of SD/MD/CF/xD/Memory stick/MMC media is not acceptable, too. Your media and the file should be free of virus infection.

12. We will put two MS-Windows 7 laptop PCs for presentation; one for the oral session, and another one for preview and test. The session PC will be placed on the stage with mouse and laser pointer. The preview PC will be placed beside the reception desk.

13. We will install the following freely available software on the session and the preview PCs.
    - *Microsoft PowerPoint Viewer:*
      http://www.microsoft.com/en-us/download/details.aspx?id=13
    - *Adobe Acrobat Reader:*
      http://www.adobe.com/support/downloads/product.jsp?platform=windows&product=10

    All speakers are kindly asked to confirm your file will work as expected with the preview PC before your presentation (you cannot edit your presentation file on the preview/session PC).

14. Macintosh users can bring your own laptop for your presentation. The AC adaptor and the cable for DVI-D output should be bundled with your laptop.

■ **On your presentation**

15. The timetable and the schedule for the oral presentation are available on the symposium web site.

16. Media insertion or removal of the PC will be managed by an operator. Please give your media to the operator and tell the file name of your presentation. Your file is NOT copied into the session PC.

17. Nowadays, many people have to use an encrypted USB flash or similar protected media. You will be asked to enter your key to unlock the media if you use these media. **Please be sure to hold the key, or we cannot decrypt the media.**

18. If you are going to use your Macintosh, please tell you using the Macintosh to the operator. The operator will connect your Mac to the LCD projector.

19. The time keeper will ring a bell three times for each presentation. The first bell will be rung in 12 minutes and speaker is kindly asked to wrap up the presentation. The second bell will be rung in

15 minutes, and the speaker is asked to stop the presentation and start a discussion. The third bell will be rung in 18 minutes, and the operator will remove your media to launch next presentation. Discussion should be terminated at this time point.

20. For the plenary lecture, the first bell will be rung in 35 minutes to wrap up, the second in 40 minutes for start discussion, and the third in 45 minutes to close the lecture.

21. Most of the audience are not native speakers of English. All speakers are asked to take it into account to speak at moderate speed.

Instructions for Poster Presentation

■ **Preparing the poster**

1. Poster size

The maximum size of your poster is 100 cm in width by 150 cm in height. All posters must fit within this size.

2. Poster structure

You need to give your poster an obvious structure, so that information is read in the intended order. All posters should be designed to include the following points.
- Title
- Authors and affiliations. Speaker name should be <u>underlined</u>.
- Introduction (background, motivation, purpose of research)
- Materials and Methods (assign scientific name for your materials)
- Results
- Discussion
- Conclusion and future plan
- Reference, acknowledgement, or URL, if required

3. Appearance
- Font size of body text should be easily legible by someone standing up to 2m away and up to 5m for the main title.
- Long lines of text are very difficult to follow, and too small fonts are also difficult to read. Separate each part by columns would facilitate understanding your excellent research to the audience.
- Assign number for each logical block or enclose them with a box would also help to understand the logical flow.
- You don't need to use all fonts on your PC (*less is better*).
- Changing the size or font face (bold or italic) is a simple, but effective way to emphasize important part of your poster.

4. Color selection

Approximately 8% of males and 0.5 % of females have some degree of color-vision deficiency. Using minimum and carefully selected colors for your poster presentation would be a good idea to appeal for colorblind person. Using colors such as red and green together in your presentation may exclude colorblind members of your audiences.
Avoid using dark backgrounds. Dark colored text on a dark colored background is not preferable for a handicapped person, and also for many audiences. Following URL provides a suggestion on color selection for the handicapped person:
  http://colorvisiontesting.com/what%20colorblind%20people%20see.htm

5. Figure and table

Assign all figures and tables with the unique identifying number (Figure 1, ... Or Table 1,...). All symbols, units, and abbreviations should be explained briefly at their legends.

■ Placing the poster

6. Poster identifying number

Each poster has a unique identifying number (P01, P02,...). The numbers are listed on the left side of the presentation schedule.

7. Placing the poster

Poster for the presentation will be mounted on pre-numbered boards in the Gallery hall A-B on the ground floor on 11-Nov. According to the strict rule of the venue, you are kindly requested to use a pushpin to hang your poster. We will provide pushpin at the venue. Don't use your own adhesive tape, nail, peg, stapler, glue or gum.

■ On your presentation

8. Poster presentation

The poster sessions are scheduled from 13:15 to 14:30 for both 12-Nov and 13-Nov.
The poster session for the odd identifying numbers will be held on 12-Nov. The session for the even identifying numbers will be held on 13-Nov.
All speakers are asked to be ready for the presentation and discussion in front of your poster during the poster session.

9. Removing the poster

All posters are requested to be removed after the poster session at 13-Nov. Don't remove the poster before that. Remaining poster after closing the symposium will be removed by the agents.