

Instructions for Presenters

For Oral session speakers

Presentation Time

Plenary sessions: 30 minutes for presentation and discussion.

Symposia/Workshops: Please follow the organizers' instructions.

Luncheon seminar: 60 minutes for presentation, discussion and delivery of lunch boxes

Young Hitochemist Award presentations: 20 minutes for presentation and discussion.

* The presentation time includes an introduction of the presenter by chairpersons and equipment setup.

Oral Session Room Equipment

* Only LCD projection will be available.

One digital projection system will be available for single projection of presentations. Projector resolution will be 1024 x 768 pixels. Audio output will **not** be supported.

* No 35mm slide projectors, overhead projectors or TV/VCR displays will be provided.

<Important>

Bring your own computer for oral presentations

All speakers are requested to bring their own laptop computer for their presentation. ICHC 2012 will provide a computer in each session room just in case. Speakers are also requested to bring a backup copy of their presentation data in case of unexpected problems

Personal Laptop Computers

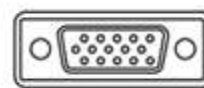
a) Western Japan, including Kyoto, is on 100 V, 60 Hz. The plug type in Japan is type A with two flat blades without a ground pin, the same type widely used in the USA and Canada.

b) Speakers' laptops must be equipped with a D-Sub 15-pin connector, standard monitor terminal as shown. Some thin, lightweight laptop computers do not have built-in ports.

c) Macintosh users are requested to bring their own adapter cable for connection between PC and LCD projector, and an electric transformer and adapter cable when these are necessary.

d) All energy-conserving functions such as screen-savers, sleep/power saving modes should be disabled on laptops to be used in the presentation.

D-sub 15 pin
PC side (Female)



Presentation and Data

a) Each speaker is requested to bring and set up their own computer by 20 minutes before the start of the session at the PC operation desk which is located at the left side near the podium.

b) After the completion of your presentation, please pick up your laptops at the PC operation desk.

c) Speakers who do not use any visual aids are also requested to register at the PC operation desk at least 30 minutes before the time of their presentation.

For Poster session speakers

a) Speakers are requested to register at the Poster Reception Desk.

b) Posters should be mounted, presented and removed according to the following schedule. Poster presenters are requested to be at the site of the posters at the designated time to answer questions from participants. The poster sessions will not be chaired.

Groups	Mounting	Presentation	Removal
Poster 1	Aug. 27, 8:30-12:00	Aug. 27, 14:50-16:20	Aug. 27, 17:00-18:00
Poster 2	Aug. 28, 8:30-12:00	Aug. 28, 14:50-16:20	Aug. 28, 17:00-18:00
Poster 3	Aug. 29, 8:30-12:00	Aug. 29, 13:20-14:50	Aug. 29, 14:50-15:00

c) Please be sure not to forget to take posters down. Posters that remain after the designated removal time will be disposed of at the discretion of the secretariat.

Conflicts of Interest

Any potential conflicts of interest should be indicated on slides or on the bottom of posters in case of oral presentation and poster presentation respectively. If not, please state "There are no conflicts of interest to disclose."

Ethical Consideration

For experiments using human materials, please state that you obtained approval for your study from the ethics committee (also known as an Institutional Review Board) at your institution.