

# Instructions for Presenters

---

## For Oral Presentation Speakers

### **Presentation Time**

Plenary sessions:	60 minutes for presentation and discussion
Symposia:	25 minutes for presentation and discussion (As for Symposium 3, 20 minutes for presentation and discussion)
Podium sessions:	15 minutes for presentation including 3- minute discussion
Luncheon seminar:	60 minutes for presentation and discussion
Morning seminar:	60 minutes for presentation and discussion
Satellite Symposium	20 minutes for presentation and discussion

\* The presentation time includes presenter introduction by chairpersons and equipment setup.

### **Meeting 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.

### **Windows**

All speakers are requested to bring their presentation data in a CD-R or USB-memory stick, or their own laptop computer.

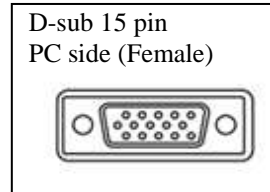
- a) The Sixth International Symposium on Meniere's Disease and Inner Ear Disorders will provide computers with Japanese Windows XP and Microsoft Power Point 2003/2007, so the data format in the CD-R or USB memory stick should be compatible with these.
- b) Use standard fonts (Arial, Century, Times New Roman) to ensure that the format remains the same. Those who wish to use other non-standard fonts are requested to bring their own computer.
- c) Those who wish to use Windows 7, or Macintosh, are requested to bring their own computer.
- d) Those who wish to use video are also requested to bring their own computer.
- e) Speakers are requested to scan their presentation data with the newest virus scan software prior to saving their data.
- f) The file name should indicate the presentation number and the presenter's name.
- g) Speakers are also requested to bring a backup copy of their presentation data in case of unexpected accidents.

### ***Macintosh***

Macintosh users are requested to bring their own laptop computer. Macintosh data on digital media (CD-R or USB memory stick) cannot be reproduced using computers with Windows XP.

### ***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 (SONY VAIO Note, Apple PowerBook G4) do not have built-in ports.
- c) Speakers 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.
- e) Speakers are also requested to bring a backup copy of their presentation data in another form of media in case technical problems arise concerning the use of their own laptops.



### **Data Preview Desk**

- a) Speakers are requested to bring their presentation data (CD-R or USB memory stick) or laptops to the Data Preview Desk at least 30 minutes before their presentation and to preview their presentation data or complete a run-through of the connection of their equipment.
- b) A Data Preview Desk will be open in front of each session room. Speakers at the morning sessions are recommended to register at the Data Preview Desk on the day before their presentation.
- c) Speakers who do not use any visual aids are also requested to register at the Data Preview Desk at least 30 minutes before the time of their presentation.

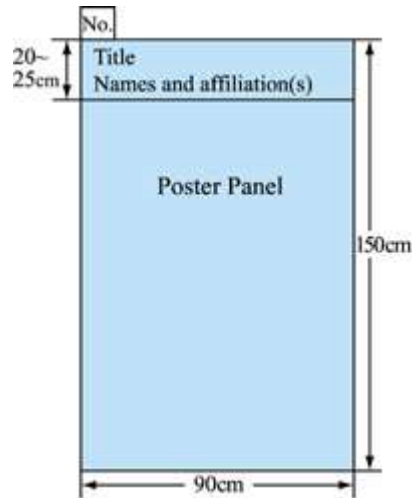
### **Presentation and Data**

- a) Technical staff in each presentation room will manage the setup of your presentation.
- b) Presenters will be able to make their presentations using the mouse, keyboard and monitor provided on the podium.
- c) Laptops will be returned from a PC operator near the podium in each session room after the completion of the presentation.
- d) The Secretariat will be responsible for destroying all presentation data at the end of the Symposium.

## For Poster Presentation Speakers

### Poster Preparation

Please prepare your poster following the guidelines indicated on the "Call for Abstract" page in the second announcement or on the Sixth International Symposium on Meniere's Disease and Inner Ear Disorders website. (URL: <http://www.acplan.jp/meniere2010/>)



### Poster Presentation

- Speakers are requested to register at the Poster Reception Desk in Room D.
- Posters should be mounted, presented and removed according to the following schedule. Poster presentation speakers are requested to be at the site of the posters at designated time to answer questions from participants. The poster sessions will not be chaired.

	Mounting	Presentation	Removal
<b>P1-Odd Number</b>	Nov.15, 8:30-13:00	Nov.15, 19:00-19:45	Nov.16, 8:00-10:00
<b>P1-Even Number</b>	Nov.15, 8:30-13:00	Nov.15, 19:45-20:30	Nov.16, 8:00-10:00
<b>P2-Odd Number</b>	Nov.16, 11:00-13:00	Nov.16, 13:45-14:15	Nov.17, 13:00-14:00
<b>P2-Even Number</b>	Nov.16, 11:00-13:00	Nov.16, 14:15-14:45	Nov.17, 13:00-14:00

- Presenters are requested to 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.