

## Presentation Guidelines

### Poster Presentations

#### ***Size and materials***

Poster boards are 210 cm high by 90 cm wide and can accommodate posters of up to A0 size (1189mm high x 841mm wide). Materials for attaching posters to boards (e.g. Scotch tape, thumbtacks) will be supplied.

#### ***Presentation***

Posters will be displayed in Multipurpose Room 2 on the third floor of the Faculty of Engineering Bldg. No.8. The poster board for your poster will be marked with a three-digit Paper ID, which appears in this program, and in the CD-R and book form of the Abstracts. All posters will be displayed on the boards from 9:30 Monday, 13<sup>th</sup> to 16:30 Friday, 17<sup>th</sup>. Two poster sessions are scheduled as follow;

Session 1 (Odd ID numbers): Tuesday 14th September (10:40-12:40)

Session 2 (Even ID numbers): Thursday 16th September (10:40-12:40)

Authors of poster presentations are expected to be present near their own posters throughout the session. We will have to discard any posters which have not been taken down by 16:30 on Friday 17<sup>th</sup>.

### Oral and Symposium Presentations

Authors of papers in both oral sessions and symposia are requested to comply with the following guidelines.

#### ***Equipment, format and submission***

Each presentation room will be equipped with a laptop PC with CD/DVD drive, Windows7 and Microsoft Office 2007, a loudspeaker, a screen, a microphone and a laser pointer. Only PowerPoint presentations made in Microsoft PowerPoint 2007 or earlier versions will be accepted. Those who use Macintosh or Unix systems are requested to convert their presentations to those mentioned above before they leave their country. Authors are requested to use standard fonts only, such as Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, and Courier New. The organizers cannot guarantee proper operation of any sound or movie files that are linked to a PowerPoint file. If authors want to use these functions, then they may do so, but at their own risk. In such cases, it is recommended to use popular and widely compatible formats such as MP3, AAC, and WMA for sound, and MPEG-1, MPEG-2, and WMV.

Authors will be able to check their presentation file(s) in the Preview Room (see below). If you find that your presentation does not work properly, please ask Preview Room staff for their support.

### ***Presentation file submission***

By the day before the scheduled presentation, please bring your presentation file(s) to the Preview Room (second floor of Clock Tower building) on a USB memory, CD-R, or DVD-R. The presentation should be in a file named with the three-digit Paper ID (see Program or Abstracts) followed by the family name of the presenter. If sound or movie files are used in your presentation, please put these files and the PowerPoint file in a folder, which is also named with the three-digit Paper ID number followed by the family name of the presenter. Copy your presentation file or folder onto a Preview Room computer following instructions from the staff there.

It is highly advisable that you check your presentation for compatibility by yourself, or with the help of our technical staff, before submitting your file(s). This is particularly important if you prepared your file with Macintosh, Unix, or other systems. The staff will do their best to help you. The Preview Room will be open from 15:00 to 20:00 on 12th September, from 9:30 to 20:00 on 13th to 16th, and from 9:30 to 12:00 on 17th.

### ***Timing signals for the presentation***

Oral sessions will be led by chairpersons appointed by the Committee of Program and Symposium. Timing for each presentation is strictly under the control of the chairpersons. Oral presentations are allocated 15 minutes, plus 5 minutes for discussion. The end of 15 minutes will be indicated by a single ring of a bell, and the end of the 20 minute session by rings of a bell. Symposium sessions will be led by the organizers and the timing for each presentation is under the control of the organizers. Most participants in the congress are not native speakers of English. Many of the audience may have difficulty understanding your paper if the delivery is too fast. Please bear this in mind when considering the content of your 15- minute presentation.

### ***Presentation time schedule***

Please arrive at the presentation room 10 minutes prior to the start of the session. Please note that times listed in the program cannot be altered. If a speaker fails to appear at his/her allotted time there will be a break or additional discussion time, and subsequent presentations will take place according to the schedule.

## **Workshop Presentations**

Each presentation room will be equipped with a laptop PC with CD/DVD drive, Windows7 and Microsoft Office 2007, a loudspeaker, a screen, a microphone and a laser pointer. The congress organizers do not provide any services other than the facilities described above for workshops. The organizers of each workshop are responsible for presentation format and time-keeping. Note that authors in workshops should not submit a presentation file(s) to the Preview Room.