Guidelines for Oral Presentation Using LCD Projector (MS Power Point)

In the 43rd annual conference, all oral presentations will be performed using the LCD projector (MS power point). Overhead projector is not available. Speakers should read the following guidelines, carefully.

1. What should you bring?
Please bring the media (USB flash memory or CD-ROM) on which your presentation file (prepared by MS power point) is saved. If preferable, you can bring and use your own notebook PC; however for any trouble you should have your presentation file on a CD-ROM or USB flash memory.

2. What are prepared in the meeting room?
a) In the meeting room, an LCD projector, a 4-way monitor switch, a notebook PC (Windows power point 2003 has been installed), and a laser pointer are provided.
b) The operating system (OS) of the provided notebook PC is Windows XP (Other OSs such as Windows Vista and Apple etc. are not available).
c) The cable terminal No. 4 of 4-way monitor switch is connected to the provided notebook PC, and the remaining cable terminals (No.1 to No.3) are available for the speaker's PC.
d) For connection between the 4-way monitor switch and speaker's PC, the mini D-sub 15 pin cable is used. Therefore, in the case that you use your own notebook PC with other types of monitor terminals such as D-sub, you should bring an adapter for connection to the mini D-sub 15 pin cable.
e) Please visit the PC preview room in the conference venue to preview and confirm your presentation file.

3. Preparation for presentation
a) Presentation file prepared by Windows power point 2003 or older versions on a CD-ROM or USB flash memory
   Please copy the presentation file from the medium onto the provided notebook PC in the meeting room, by 8:45 am for the morning session speakers and by at least 15 minutes before the session for the afternoon session speakers.
b) Presentation file prepared by Windows power point 2007 on a CD-ROM or USB flash memory
   The presentation file should be saved as a power point 97-2003 compatible file on a CD-ROM or USB flash memory. Please copy the presentation file from the medium onto the provided notebook PC in the meeting room, by 8:45 am for the morning session speakers and by at least 15 minutes before the session for the afternoon session speakers.
c) Presentation file prepared by Macintosh power point
   Please bring your own notebook PC. In order to keep the schedule, please connect your notebook PC to the 4-way monitor switch before the previous speaker starts the presentation.
d) Please follow instructions of the conference staff concerning the file copy.
e) The size of presentation file copied onto the provided notebook PC should be less than 100 MB. Animated pictures prepared by MPEG are available. If you want to use more than 100 MB of the presentation file or the animated pictures prepared with other formats, please bring your own notebook PC.
f) The name of the copied file on the provided notebook PC should consist of the presentation number without hyphens and speaker's name, as the following example:

[Example] (2-A-13-3) The azo dye degradation using the white rot fungi, ○Hanako NENKAI and Taro GAKKAI (Nihonmizukan Univ. Eng.)

In this case, the file name is "2A133Hanako NENKAI".

4. Deletion of presentation file

The presentation files on the provided notebook PC will be deleted after your presentation by the annual conference organizing committee.