

Instruction for Session Chairpersons

1. Session Schedule & Venue

All oral sessions will be held at International Conference Room, Room 201, 301 or 302 of the International Conference Hall, Makuhari Messe.

Please confirm your presentation date/time and room with the detailed program uploaded on the website; <http://www.apact.jp/program.html>

2. Chairpersons' Seat & Speakers' Seat

You are requested to appear in the designated room **15 minutes** prior to the session start.

The Next Chairpersons' Seats are located in the front row in front of the Chairpersons' Seat.

Please meet your counterpart who will be co-chairing the session and confirm the schedule of the session. Speakers are due to appear in the room 10 minutes in advance to the session start. Please report the attendance to the room staff.

If your counterpart does not appear...Please run the session by yourself.

If presenter(s) do not appear...Please treat the presentation as withdrawal, and take a break with the time allocated to the cancelled paper. Do not shift other presentations forward.

3. Time Allocation

	Presentation	Discussion	Total
Plenary 1&3	25min.	see Caution	25min.
Symposium	12min.	3min.	15min.

*Plenary 2 ... PL2-01 Presentation 25min. / PL2-02, 03, 04 Presentation 12min.

Caution

- **Caution** for Plenary Session is left a decision up to the Session Chair.
- Symposium Session

After a lapse of	Number of bells	Meaning
11 min.	1 bell	One minute left
12 min.	2 bells	End of presentation
15 min.	3 bells	End of discussion

Time keeping is crucial to ensure the smooth operation of the entire program.

Please kindly make sure that each presentation is done within the allocated time and encourage active discussion during discussion time.

When you close the session, please announce about the coffee break.

4. Equipment for Presentation

*The following Instructions were presented to the Speakers in advance

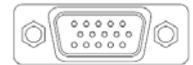
Conference rooms are provided with Windows laptop computer with LCD (Liquid Crystal Display)

projector on which Microsoft PowerPoint is installed (OS: Windows7, English version; Software: Microsoft PowerPoint 2003, 2007, 2010). Speakers who bring your presentation data by a USB memory stick are required to use Windows format. All speakers are requested to visit the Speakers' Desk even if you use your own PC for presentation.

The name of the file should be labeled with session number and your name as follows:
e.g. S01_TadaoShimao.ppt

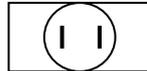
- * Presenter View function of PowerPoint will not be available.
- * Sound system will not be available even if you bring your own PC.
- * Macintosh is not provided. If you must use one, please bring your own PC.
- * Please note that the projectors are connected to computers via a D-sub 15-pin plug. If your PC does not use this type of plug, please bring the necessary adaptor with you.

D-Sub 15pins



- * During the presentation, please be sure that your PC is connected to a power source to avoid battery accidents. Electric current is uniformly 100 volts AC throughout Japan, but with two different cycles: 50Hz in eastern Japan including Chiba, and 60Hz in western Japan. Electric outlet sockets accept a two-leg plug.

A type (Two-leg plug)



- * Please make sure that the power-saving features are deactivated such as cancellation of sleep mode, screen saver, password, etc.