Instruction for Oral Speakers

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. Check-in at the Speakers' Desk and Uploading Presentation Data

In order to ensure that the program runs smoothly, all speakers are requested to check-in at the Speakers' Desk no later than **1 hour** before your session start.

The Secretariat will provide a PC in a conference room. All speakers are requested to bring their own PC or the data on a USB memory stick for presentation. In case you must use Macintosh or special software except PowerPoint 2003, 2007, 2010 for presentation, please inform the staff at Speakers' Desk.

The Speakers' Desk will be located in front of International conference room, 2nd floor of International conference Hall in Makuhari Messe, will be open during the following hours:

August 18	15:00-18:30
August 19	8:00-16:00
August 20	8:00-16:00
August 21	8:30-10:30

* All presentation files will be saved and up on APACT2013 website after the conference.

You are requested to appear in the room 10 minutes prior to the session start. Please be seated on the Next Speakers' Seats which are located in the front row in front of a podium.

3. Time Allocation

	Presentation	Discussion	Total
Plenary 1, 3, 4	**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 make sure not to over run your allocated time.

4. Equipment for Presentation

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 currency 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.