



INSTRUCTIONS FOR PRESENTERS

Instructions for oral presenters:

Presenters are asked to bring their presentations, in PowerPoint or PDF format, on a USB drive, to the registration table at least 30 minutes before their session start. Each contributed oral presenter has 12 minutes to present the slide show, and 3 minutes for discussion and exchange with the audience, animated by the chair and co-chair of the session. Each invited oral presenter has 25 minutes including 5 minutes for discussion and exchange similar to the contributed oral presenters. All presenters are asked to notify the session chair of their presence just before the session start so that he/she knows you are present.

Instructions for poster presenters:

The poster session will take place in the GLC room (3F), SIT, Toyosu campus on Monday, December 11, 2017 from 1:00 to 2:20 pm. Authors are asked to stay by their posters during the poster session to answer questions and provide further information on their study results. Poster board layout: Posters should be laid out in the portrait style. The poster dimensions should not exceed 930 mm in width and 1680 mm in height. The poster number will be displayed on the top of the poster board. Mounting materials will be available at the poster helpdesk. Posters should be removed after the session end.