Guidelines for Speakers

Oral Presentation Speakers

1. Only PowerPoint (version 2010) or PDF presentations in standard 4:3 ratio format readable in MS-Windows are acceptable. We recommend a PDF format if you have prepared your presentation on a Mac.
2. Please bring your presentation data (on your PC, USB flash drive) to the staff in the room assigned for presentation at least 15 minutes before the beginning of the session.
3. Please be seated in the front row of the presentation venue specially reserved for the next session's speakers, at least 5 minutes prior to the session.
4. Speakers for *Invited Sessions* have 20 minutes for presentation and 3 minutes for discussion, while speakers for *Contributed Sessions* have 15 minutes for presentation and 3 minutes for discussion, unless otherwise specified.

Poster Presentation Speakers

1. Posters will be displayed throughout the conference, and presenters are required to attend their poster and be available for questions during scheduled poster sessions.
2. Posters should be mounted on the assigned poster board prior to the first poster session on Sunday, December 20.
3. Each poster board has a surface of 860 mm width $\times$ 1700 mm height, and a poster number is displayed at the top left of the board by Secretariat. An approximate A0 size (841 mm width $\times$ 1189 mm height) poster is recommended.

Guidelines for Chairs

1. Please be seated in the "next session's chair seat" in the front row of the presentation venue, at least 10 minutes prior to the session.
2. We ask for your cooperation to ensure that your session proceeds according to the prescribed time limit/schedule.