
■ PRESENTATION GUIDELINES

ORAL PRESENTATIONS

Oral presentations will be given using a PC projector. JSAP will prepare a laptop PC and a LCD projector at each session room.

1. For those using the PC at the venue

Please bring your presentation file (PPT) in USB device or CD-ROM. Below are the specifications of the laptop. Please use the USB device which doesn't require device driver software.

1-1) Hardware specifications

- CPU: Intel Core i3/2.1 GHz or more
- 2GB main memory
- 3-4 USB 2.0 ports (1 port for a mouse)
- CD-ROM drive equipped
- Wheel mouse or optical mouse provided

1-2) Software specifications

- OS: Windows 7 Pro
- Microsoft Power Point 2007
- Windows Media Player Ver.10 (standard)
- * Other video players such as Quick Time, Real Player or Adobe Reader are NOT installed on the PC.
- Security software is installed on the PC. However, since many presenters share the PC, we cannot guarantee the safety from the virus. We recommend you use a USB device with a write protect switch.

1-3) Preparation of the presentation file

- Please use the standard fonts of Windows 7.
- Make sure that the file size won't be too big to ensure smooth PC operation.
- Presentation files should be named as follows; program number_family name.ppt
ex) 17aE53_smith.ppt

1-4) Preparations at the venue

- Please copy your file to the desktop during the break before the session starts.
- Our staff will delete your file after the session ends. Although we delete the data by software, we cannot guarantee the complete deletion of your data. If you mind leaving your data on the hard disk, please access directly to your USB device or CD-ROM.
- For security reasons, our staff will be in charge of copying of your data and checking the projector. Please note that our staff will not be available during the lunch break except 20 minutes before the afternoon session starts.

2. For those who bring their own PC

Presenters may bring your own PCs.

2-1) Preparation at the venue

- Please turn on your computer prior to your presentation and make sure that you can quickly project the screen when your turn comes.
- Time to set up the equipment is included in your presentation time. Please prepare well in advance for the smooth flow of the session.

3. Attention Bell

- 1st Bell; 10 min. (including 5 min. for Q&A) remaining
- 2nd Bell; 5 min. remaining (end of your talk)
- 3rd Bell; End of your presentation time

4. Session Starting Time and Lunch Break

Session starting time and lunch time vary according to session. Please make sure to check the program of your session.