

To Session Chairs and Speakers in IPSRC/ISPRES/TAAT

1. To Session Chairs (Moderators)

Please review the order of speakers in the session, and the content of each presentation in advance. If you have any questions, please contact the conference secretariat. There will be two session chairs: one foreign and one Japanese.

The presentation time for free papers is **7 minutes plus 3 minutes for Q&A**. For keynote lectures, the time is **15 minutes for the presentation plus 5 minutes for Q&A** (a few lectures have 25-minute presentations plus 5 minutes for Q&A).

Please be seated in the next chairperson's seat inside the venue at least 15 minutes before the session starts and coordinate with the room director. If there are any technical issues such as PC problems, please adjust the order of presentations or treat the speaker as absent if necessary. We kindly ask for your cooperation in ensuring the session proceeds according to the schedule.

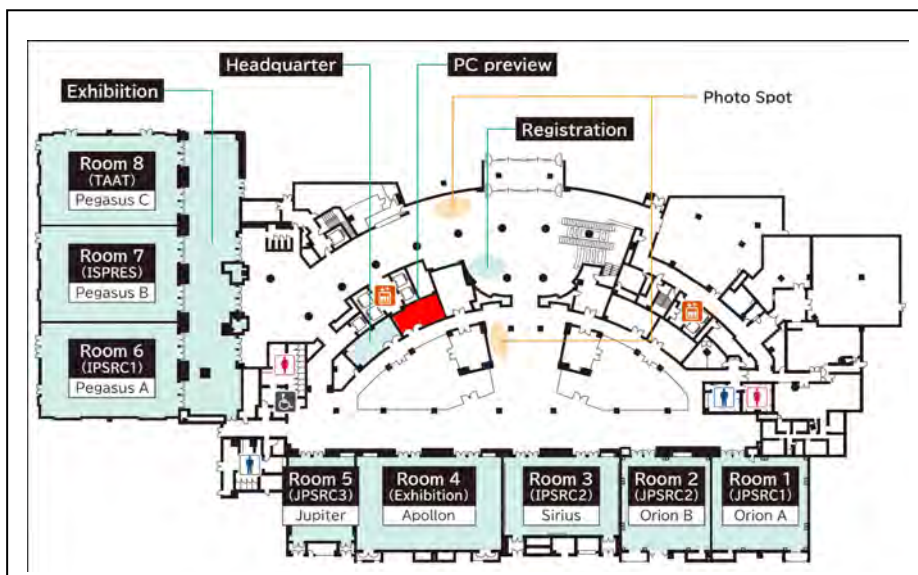
2. To Speakers (Need to use your own PC)

Please bring your PC (both Windows and Mac are acceptable) to the **PC preview room at least 30 minutes before your session is scheduled to start**. Please ensure that your PC functions properly and the output is correct, as this is the speaker's responsibility.

Please use PowerPoint (or equivalent software) for your presentation. The presentation slides should be **in a 16:9 format**. If the slides are in 4:3 format, black bars will appear on both sides of the screen. The "Presenter View" function of PowerPoint cannot be used. Please disclose any **conflicts of interest on the second slide of your presentation**.

You may use videos or audio in your presentation, but please ensure they work properly on your PC beforehand. The output will be via an **HDMI connection only**. If your PC does not have an HDMI port, please be sure to bring a conversion adapter.

Please hand your PC and power cable to the AV staff located at the front left of the venue **at least 10 minutes before your session starts**, and then be seated in the next speaker's seat. If your PC does not function properly during the presentation, your presentation may be canceled, so please be aware of this.



3. PC Preview Room

Location: Room "Sumire"

on the first floor (Please refer to the floor map on the next page)

October 17th (Thursday) 8:20 AM – 5:30 PM

October 18th (Friday) 8:20 AM – 5:30 PM

October 19th (Saturday) 8:20 AM – 5:30 PM