IWGGMS-9
Presentation Guidelines

1. Presentation Time

    Each presenter, except for plenary session presenters, is allocated 15 minutes (12 minutes for presentation and 3 minutes for Q&A), and 20 minutes (16 minutes for presentation and 4 minutes for Q&A) for each of the plenary session presenter. All presenters are kindly requested to strictly observe their allotted presentation time.

    A bell is rung once at the 1st notice, twice at the 2nd notice, and three times at the 3rd notice as instructed below to remind the speaker and participants of presentation end.

    1st notice: at 10th or 14th minute (2 minutes before the end of presentation)
    2nd notice: at 12th or 16th minute (at the end of presentation)
    3rd notice: at 15th or 20th minute (at the end of Q&A)

2. Language

    All speakers are expected to present in English

3. Projection

    A single projection is available only.

4. Presentation Order

    (1)   Proceed to the Next Speaker seat in left front of the room, when the speaker prior to your presentation commences.
    (2)   Bring your own laptop PC and ask the operator to connect it to the projector.
           If you want to use our laptop PC, please provide your presentation material to the assistant (or the operator) before the break time of your session starts.
    (3)   Copy your presentation material on a USB media and drop it to the assistant.
           If you don't want to open your presentation to the PI community, you may delete a part of it. Then copy the modified material on a USB media and drop it to the assistant.

5. Notes for those who wish to use their own PC

    ●   There are no spec limitations to any PCs that you may bring.
    ●   Macintosh users are requested to bring a conversion adaptor to D-sub connector to connect their own computer with the projector equipped in the room.
    ●   Please refrain from using any audios sounds for your presentation.
    ●   Deactivate screensavers and power-saving settings in advance.
    ●   In preparation for accidents, please save your important data files on your own media.
    ●   Resolution of the projector in the Main conference room is 1600×1200 Pixel. If you are concerned about the display, please check the output during the break.
    ●   If the presentation includes moving images, please bring and use the file in your own PC.

6. Notes for those who are to use the PC prepared by the secretariat at the venue

- PC will be available at the venue, for those who would like to bring in only their presentation media.
- The PC for the presentations supports Microsoft Office PowerPoint 2010 under Windows 7 or Microsoft Office PowerPoint 2011 under MAC OS X. Adobe Acrobat X for Windows 7 and Acrobat Reader 9 Pro for MAC OS X are also available.
- Bring your presentation file(s) in a USB Flash Memory. MO and Floppy disks are not acceptable. You should bring it at the operator desk before morning session, during break time and lunch time (operators will stand by from 30 min. before the afternoon session), or after the evening session (only for 10 min. just after closing the session). You can submit it on any day before the day of your presentation. If you bring it to the operator desk just before your session, please submit it 10 min. before the start of the session at the latest.
- If your presentation slides are linked with other data files, please save all other files in the same place with the PowerPoint file. Please check that your movie files for example are playable in advance.
- Please note in advance that movies, animations requiring a special application and audios cannot be used on the PC in the room. Gif animation on Power Point may work.

7. Collecting presentation materials

We are going to collect two types of your presentation materials for the following purposes:

	Collecting purpose	Compulsory?	Format	Where to be collected
1	For sharing among participants	Compulsory as PI	PDF (preferred) PPT	At the assistant desk
2	For record of your presentation	For backup	PDF or PPT with all necessary files	At the assistant desk or the operator

1. Presentation material for sharing purpose

Aiming to enhance deeper understanding of other researchers' studies, we ask your agreement to share your presentation material among the participants.

Therefore, in addition to your presentation, please prepare your presentation material for this sharing purpose in PDF or PowerPoint format, presuming that you will not mind your material being used in the way above. The material does not need to be as completely same as your presentation. Please eliminate data you do not wish to share.

Please drop it at the assistant desk during the meeting with the material in your laptop or in USB Memory.

The materials collected will be shared on the IWGGMS-9 website. The URL will be informed after the IWGGMS-9.

2. <u>Presentation material for backup</u>

For backup purpose of your presentation, please drop your presentation material at the assistant desk or the operator.

Regardless of how you bring your presentation material to the meeting such as in USB Memory or in laptop, if you wish, give the material to the assistant or the operator beforehand of your presentation for backup. The material collected for this purpose will be deleted right after the meeting.