

The IWGGMS-12 in Kyoto, Japan  
June 7-9, 2016

## Oral Presentation Guidelines

### Language

All presenters are expected to use English.

### Presentation Time

Each presenter is allocated **15 minutes (12 minutes for presentation and 3 minutes for Q&A)**. The time allotted for each presentation will be strictly observed.

The timekeeper will use bell sounds to signal the remaining time. The bell will ring as follows:

Once at 10 <sup>th</sup> minutes:	Two more minutes left for the presentation.
Twice at 12 <sup>th</sup> minutes:	End of the presentation and start of Q&A
Three times at 15 <sup>th</sup> minutes:	End of Q&A

### NOTE

- Please be seated at the speaker's standby seat placed at the front of the room when the speaker ahead of you begins the presentation.

### Equipment

Projection: Only single projection is available.

PC: Please use the laptop PC prepared in the session room, on which each presenter's presentation materials is uploaded by the secretariat in advance. The PC will run on Windows 7 with Microsoft Office PowerPoint 2010 and Adobe Acrobat Reader.

### NOTE

- Basically, presentations from own personal laptops are NOT allowed to ensure smooth running of the workshop.

### Advance submission of presentation materials (Required)

We kindly ask all presenters to submit presentation materials via the workshop website by June 2, 2016. The submitted materials will be pre-uploaded on the PC prepared in each session room.

Submission Due:	<b>Thursday, June 2, 2016</b>
URL:	<a href="https://www.omc.co.jp/iwggms12/presentation.php">https://www.omc.co.jp/iwggms12/presentation.php</a>
Format:	MS PowerPoint or Adobe PDF

### NOTES

- Movies, animations and audios requiring a special application cannot work on the PC prepared in the session room. Gif animations may work with PowerPoint.
- In case that presentation slides are linked with other data files, please place the linked files in the same folder where the presentation slides are stored. Please also check in advance whether the linked files can work correctly with the presentation slides.

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- The file size over 5MG cannot be uploaded from the workshop website. Please send it via e-mail: [iwggms12@omc.co.jp](mailto:iwggms12@omc.co.jp)

### **Publication of presentation slides on the website after IWGGMS-12**

Aiming to facilitate better understanding of other researchers' studies, we would like to ask for your agreement to publish your presentation slides on the workshop website after the IWGGMS-12 ends.

#### **NOTES**

- Upon approval by each presenter, presentation slides will be posted on the IWGGMS-12 website.
- If your presentation slides contain information only prepared for your oral presentation and you do not wish to share them with others, please delete the information and prepare another file for sharing purposes. We will only disclose the information on the newly prepared file.