

10th MOVD 2009

Instructions for Speakers and Chairpersons

Instructions for Speakers

Presentation Time

Session	Program No.	Presentation (min.)	Discussion (min.)	Method
Named Lecture	S-NL	45	-	PC
Symposium	S	10	5	
Special Symposium	SSY	15	5	
YIA Competition	YIA	10	5	
Morning Seminar	MS	To be announced by the sponsors prior to the congress		
Luncheon Seminar	LS			
Afternoon Seminar	AS			
Special Seminar	SS			
Oral Presentation	O	10	5	
Poster Presentation	P	5	3	

Oral Presentation Information

Equipment:

- Each oral session room will be equipped with a Windows PC, a projector, a screen, a table microphone and a laser pointer.
- The operating system will be Windows XP Professional, and software will include: Microsoft PowerPoint 2003 and 2007.
- Slide projection of 2x2 slides and overhead projectors are NOT provided.

Speaker Ready Room:

- The Speaker Ready Room will be in front of Room A "Fuji".
- The room will be open during the following hours:

Sun, May 31, 2009 17:00 – 20:00
Mon, June 1, 2009 7:00 – 17:00
Tue, June 2, 2009 7:00 – 17:00
Wed, June 3, 2009 7:00 – 16:00

- All speakers should check their presentation at least 1 hour in advance to verify the presentation will function on the equipment provided.
- Speakers will use PowerPoint presentations. All presentations will be loaded onto a server (in the Speaker Ready Room) and distributed to the appropriate session room at the appropriate time via a LAN.

PowerPoint Presenters:

- Bring your presentation on Windows readable USB flash drive or CD-ROM.
- If you create a CD, make sure that you close or "finalize" your session. If you omit this step, you cannot access the CD from any other computer.
- When building your presentation, use standard fonts (e.g., Times Roman, Helvetica, Arial, New Times Roman), basic fonts are included on the session room PC but if an unusual font is used it may not translate.
- Include in the same folder as your presentation, any external files utilized, e.g. movie files. Copy the entire folder to the USB flash drive or CD-ROM.
- Video clips (other than certain animated gif files) are not embedded in PowerPoint presentations; you will need to bring the separate video files with you and submit them along with your presentation.
- Test your presentation on a separate PC compatible computer to insure fonts are standard and components such as movies are included rather than merely linked in your presentation.
- **The computers in the session room and speaker ready rooms will support Windows PC only.**
(No Macintosh Computers)

Users of Macintosh Computers:

- You should bring your own Macintosh, because there are many issues that can arise when PowerPoint files created on a Mac are run on a Windows PC.

Laptops:

- Speakers using their own laptops MUST HAVE a VGA D-sub15pin female output. Some laptops have special video output cables to get to the D-sub15pin required for connecting to external monitors and data projectors. If this cable is not with the laptop being used there is no way to connect to a Data Projector. The laptop output resolution should be no more than XGA (1024x768). The native resolution on the data projectors is 1024x768 so higher resolutions will force the data projector into a compression mode possibly losing some information or not projecting.

Poster Presentation Information

Guidelines for Poster Session:

Presenters are requested to follow the schedule below in mounting their poster on their assigned board. The poster number for your presentation can be found in the program. Please follow the instructions provided.

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Schedule:

Poster Session No.	Presentation Time & Date	Mounting	Removal
P1 - 6	13:15 – 14:15, June 1	10:00 – 12:00, June 1	16:00 - 17:00, June 3
P7 - 11	14:15 – 15:15, June 2	By 12:00, June 2	
P12 - 17	13:00 – 14:00, June 3	By 11:00, June 3	

*Any posters remaining on their panels after the removal time will be discarded by the secretariat.

Posters:

90cm wide x 180cm high

Your poster program number will already be on your assigned board.

Please prepare a label showing the title, institution and speaker's name.

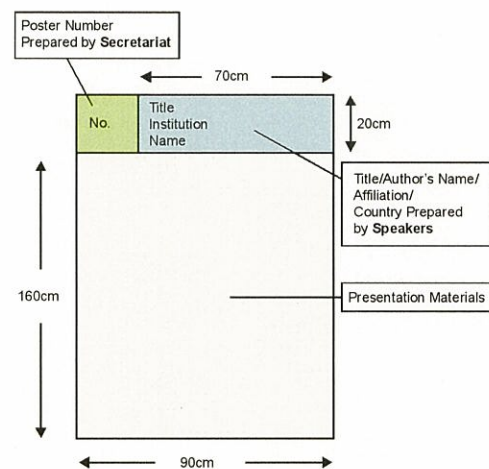
Pins for mounting will be available from the poster reception desk at the Poster & Exhibition Room.

Presentation:

Presenters are requested to be in front of their poster panel during the presentation time on the appointed day and time. Presenters are also asked to present and discuss according to the directions of chairpersons.

Notes:

- Poster should be brought to the congress and not mailed, as the Organizing Committee cannot be responsible for loss or mishandling.
- Presenters are responsible for posting and removing their own materials.
- Audio-Visual equipment may not be used.



Instructions for Chairpersons

Oral Sessions

All chairpersons are requested to come to the "Next chairpersons' seat" (the front row on your right side) of the session room no later than 30 minutes prior to the beginning of the session.

All chairpersons are asked to ensure that all sessions start on time and finish punctually as scheduled.

Poster Sessions

All chairpersons for poster session are requested to come to the "poster reception desk" at the Poster & Exhibition Room no later than 30 minutes prior to the beginning of the session.

All chairpersons are asked to ensure that all sessions start on time and finish punctually as scheduled.