Instructions for Oral Presentation

1.<u>Presentation Time</u>
    *Keynote Paper: 30 min.   (25 min. presentation + 5 min. discussion)
    *Symposium Paper: 30 min.   (25 min. presentation + 5 min. discussion)
    *Special Session Paper: 25 min.   (20 min. presentation + 5 min. discussion)
    *Invited Paper: 25 min.   (20 min. presentation + 5 min. discussion)
    *Regular Paper: 20 min.   (15 min. presentation + 5 min. discussion)
    *Late-News Paper: 15 min.   (12 min. presentation + 3 min. discussion)
    Caution: Presentation over: Bell once; Discussion over: Bell twice

2.<u>Audio-Visual Equipment</u>
   *Overhead projector and LCD projector (upon request when you submitted your paper)
   *Microphones
   *Projection laser pointer

3.<u>Viewgraphs for an Overhead Projector</u>
   Since this workshop is primarily concerned with information display; we feel that the lecture viewgraphs must be of high quality.
   *Use clear background transparencies to ensure the session room illumination enough to read the Digest.
   *Since the screen in the workshop room is longer in the horizontal direction than in the vertical direction, the use of horizontal position of the viewgraph is encouraged.
   *Avoid crowded texts.
   *The use of color is encouraged.

4.<u>LCD Projector</u>
   If you hope to do electrical presentation, which uses LCD projector, please follow this instruction.
   *DOS/V machine is prepared by organizer (OS is Windows XP). It will be accepted to use hardware of speaker's own, too.
   *PC Card (type1 or type2), USB Memory and CD-ROM are acceptable.
   *You can make contents of file with **Power Point Microsoft 2002 or 2003**. Files containing Macro Command can not be used to avoid computer virus infection.
   *Pre-test your PC Card, USB Memory and CD-ROM at the Session Registration Desk to assure that it works. At this time, do NOT open the other files except for Power Point.
   *In case that your fails to function at the pre-test, you are requested to use an Overhead Projector. **Please be sure to prepare viewgraphs for an Overhead projector in case of accident.**
   ***Organizer prepares PC operator during presentation.**

5.<u>Sign-in</u>
   You are requested to sign-in at the Session Registration Desk at least 30 minutes prior to your session start.