

Instructions for Oral Presentation

1. Presentation Time

- *Keynote Paper: 30 min. (25 min. presentation + 5 min. discussion)
 - *Symposium Paper: 30 min. (25 min. presentation + 5 min. discussion)
 - *Invited Paper: 25 min. (20 min. presentation + 5 min. discussion)
 - *Special Session Paper: 20 min. (15 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. Audio-Visual Equipment

- *Data projector
- *Microphones
- *Projection laser pointer

3. Viewgraphs

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. Data Projector

- *Windows XP PC is prepared by organizer. It will be accepted to use hardware of speaker's own, too.
- *USB Memory and CD-ROM are acceptable.
- *You can make contents of file with **Power Point Microsoft 2002, 2003 or 2007**. Files containing Macro Command can not be used to avoid computer virus infection.
- *Pre-test your 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.**

5. Sign-in

You are requested to sign-in at the Session Registration Desk at least 30 minutes prior to your session start.