

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)
- * 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-R are acceptable.
- * You can make contents of presentation 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/CD-R/PC at the Session Registration Desk to assure that it works. At this time, do NOT open any other files except the Power Point presentation file.

5. Sign-in

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