

## **Instructions for Oral Presentation**

### 1. Presentation Time

*Keynote Paper:	30 min. (25 min. presentation + 5 min. discussion)
*Symposium Invited Paper:	30min. (25 min. presentation + 5 min. discussion)
*Symposium Regular Paper:	20min. (15 min. presentation + 5 min. discussion)
*Invited Paper:	25 min. (20min. 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 is 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/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.