

Instruction for Oral Presentations

Guidelines for Oral Speakers

1. All presentation must be made in the form of PC presentation in English.
2. Speakers are asked to operate the slides during the presentation by themselves.
3. When the presenter ahead of you takes the stage, please be seated in the Next Speaker seat.

Speakers' Preview Room:

Speakers should bring their presentation data to Speakers' Preview Room at least 60 minutes before their sessions start, in order to complete a run-through of the connection and operation.

The data can be registered and checked at any time during the opening hours.

Location: at Glass Building Lobby, B1F, Tokyo International Forum.

Opening Hours:

Date and Times	
Prior Day: October 10 (Thu.)	15 : 30 – 19 : 00
Day 1: October 11 (Fri.)	8 : 00 – 18 : 00
Day 2: October 12 (Sat.)	7 : 30 – 17 : 30
Day 3: October 13 (Sun.)	7 : 30 – 15 : 30

Notes on preparing your presentation data

1. Guideline for Data Registration

- 1) The room is equipped with a laptop with Windows 7. Even if the user of Windows 8, 10, you will be able to operate with the following version of PowerPoint.
- 2) OS and software application for the presentation are Windows 7 and PowerPoint 2007, 2010, and 2013.
- 3) Prepare your presentation on USB memory or on CD-R. Do not use CD-RW. The file of your presentation data should be entitled "Presentation No.-your name.ppt".
- 4) Use only the standard fonts provided with Microsoft PowerPoint for Windows. To avoid display problems, use only the standard fonts provided with Microsoft PowerPoint for Windows such as Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, or Georgia.
- 5) The resolution of the screen will be XGA (1024×768).
- 6) Virus scanning in advance is desirable.
- 7) If you would like to make presentation with the data created with Windows Vista or Macintosh, or contain video files, please bring your own laptop and computer charger. Be sure that your file is compatible with Windows operation system.

2. Guideline for Using Your Own Computer

- 1) Your computer must be equipped with Mini D-Sub15 pin video output. Thin PCs may not have standard output terminals. Kindly bring your conversion cable if necessary.
- 2) Your PC should be checked for performance of your presentation data at the PC

center beforehand, especially in case the data has been created with a PC which is different from the one you have.

- 3) All energy-conserving functions such as screen-savers, sleep/power-saving modes should be disabled on PCs to be used in the presentation. Your password also should be inactivated.
- 4) Be sure to bring your AC adapter. If you use the inner battery it might run out of the power during the presentation.
- 5) Please make sure you save a backup copy of your data on USB memory or on CD-R for protection in case of problems.
- 6) Bring your PC to the PC operation desk in the lecture room no later than 30 minutes prior to your presentation. Your computer will be returned to you at the operation desk after the presentation.

3. Use of movie and sound system

- 1) If the presentation data contains video files, for safety please bring your own laptop.
- 2) All data files should be in one folder, including any reference files such as video images.
*Cautions for video files: Any video data should be in a format that can be played using default settings of Windows 7 (OS) and Windows Media Player 10. (WMV format video files are recommended.)
- 3) If you need to use sound system, please notify to the staff of PC center when you register your data.

(Inquiries regarding data registration and presentations)

Administration Secretariat for the 81st Annual Meeting of the Japanese Society of Hematology

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