

HTLV 2017

Instruction for Oral Speakers

All speakers are required to register for participation in HTLV 2017.

Please pick up a Conference bag at **REGISTRATION DESK** on the first day of your attendance.

All speakers are requested to check all of the presentation data/materials before your session starts. Please come to "Speaker's Desk" in front of the session room before your session with a USB storage device or your laptop PC with your presentation data. Please be seated in the "Next Speaker's Seat" at least 15 minutes prior to the start of your presentation.

Equipment

The session room is equipped with the following items for presentations

- LCD Projector
- A Podium with microphone and desk-top light, Laser pointer, Clock
- A monitor
- A keyboard and a mouse

OS and Applications for Preparing Presentation Data

OS: Windows 7

Applications: Power Point only (Version: 2007 / 2010 / 2013 / 2016)

Movies: Windows Media Player (Please inform the secretariat in advance if your presentation data contains sounds.)

Fonts: Windows standard fonts (Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New, and Georgia) Please note that using any other font may cause letters to become unreadable.

Please bring your presentation data with USB storage device.

If your presentation contains a movie, please bring your own laptop.

* If Presentation Data is made by Macintosh, you are required to bring your own laptop.

※Notes when using your own laptop for presentation

- 1) Please save all of your presentation data on your desktop in advance.
Save all data linked to your presentation data in the same folder on your desktop.
- 2) Turn off any sleep functions and screen savers.
- 3) Please bring all required connection cables for your own laptop, a power adapter, a transformer, and a d-sub 15-pin adapter to connect to computer. (Refer to the pictures below.)
- 5) Please bring back up data in USB to the conference site.



【D-sub 15-pin】



【Examples of external connection terminal】

Presentation Time

	Presentation	Discussion	TOTAL
Overviews	16 min.	4 min.	<i>20 min.</i>
Oral Presentations	8 min.	4 min.	<i>12 min.</i>

Caution (Bell)

< **Overviews** >

After a lapse of...	Caution	
15 min.	Once	Warning
16 min.	Twice	End of Speech
20 min.	3 times	End of Discussion

< **Oral Presentations** >

7 min.	Once	Warning
8 min.	Twice	End of Speech
12 min.	3 times	End of Discussion

< **Plenary, Educational and Luncheon Seminar** > *No caution.*