

# ISLC 2016

## Instruction for Oral Speakers

All speakers are required to register for participation in ISLC 2016.

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 materials/data at the operator's desk during a lunch break or a coffee break before your session with your laptop PC or a USB storage device with your presentation data. Please be seated in the "Next Speaker's Seat" at least 20 minutes prior to the start of your presentation.

### Equipment

Please use your own laptop for the Presentation.

If you are unable to use your own laptop, please bring a copy of your Presentation Data stored on a USB storage device. (Refer to the "Preparing Presentation Data" guidelines.) \*

\* PC in the each session room for presentation:

OS: Windows; Software: Microsoft PowerPoint 2013

If Presentation Data is made by Mac, you are required to bring your own laptop and connector.

Applications for Preparing Presentation Data in the case of using PC in the each session room

Applications: Power Point only (Version: 2013)

Movies: Windows Media Player (Sound function will not be available.)

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.

To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.

### Notes

- 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.
- 4) Only D-sub 15 connector will be available. Please bring your own power adapter, a transformer, and a D-sub 15-pin adapter to connect to projector.
- 5) Sound function will not be available.
- 6) Please bring back up data to the conference site.
- 7) Aspect ratio of the screen is 4 by 3.

### Presentation Time

	Presentation	Discussion	TOTAL
<b>Plenary</b>	45 min.	-	45 min.
<b>Anniversary Workshop</b>	30 min.	-	30 min.
<b>Technical Workshop</b>	15 min.	-	15min.
<b>Invited Papers</b>	25 min.	5 min.	30 min.
<b>Oral Presentations</b>	12 min.	3 min.	15 min.
<b>Post-Deadline Papers</b>	10 min.	2 min.	12 min.

## Caution (Bell)

### <Invited Papers>

After a lapse of ···	Caution	
20 min.	Once	Warning
25 min.	Twice	End of Speech
30 min.	3 times	End of Discussion

### <Oral Presentations>

10 min.	Once	Warning
12 min.	Twice	End of Speech
15 min.	3 times	End of Discussion

### <Plenary, Anniversary Workshop and Workshop>

5 min. before the end of speech	Once
End of speech	Twice

## Oral Session Procedures

The meeting rooms contain the following items for presentations

- LCD Projector
- A Podium with microphone and desk-top light, Laser pointer, Clock
- A Windows laptop PC for the Speakers who bring only the presentation data.

- 1) Please follow the Session Chair's instructions.
- 2) Be seated in the "Next Speaker's Seat" (located in the first row of the room) at least 20 minutes prior to the start of your Session.
- 3) <If you bring your own laptop> Please connect your laptop and start presentation after you stand at a podium.  
<For Presenters who only bring a USB storage device> Please go to "Operator's Desk" beside of a podium in the session room during a lunch break or a coffee break before your session.
- 4) Please follow the stated time restrictions/requirements.