

ISCC2010 Guidelines for Oral Presentations

<p>Presentations</p>	<p>Time for Presentation</p> <ul style="list-style-type: none"> - Each speaker is allotted 16 minutes for oral presentation, including 4 minutes for Q&A, and preparation time (i.e. PC connecting). Please be seated in the seats labeled “Next Speaker”, and be ready to prepare your PC to make your presentation. - The session chairs will open, time and close your presentation in the sessions. Time bell will ring 3 times. Bell 1: “2 minutes left”, Bell 2: “Presentation time up”, Bell 3: “end of Q&A”. <p>Language</p> <ul style="list-style-type: none"> - <u>The official language of the Symposium is in English.</u> - <u>Please prepare your presentation material in English.</u> - There will be English-Japanese simultaneous interpretations in all the ISO/TC209 Sessions and Technical Session rooms.
<p>Audio Visual Equipment</p>	<ul style="list-style-type: none"> - Please bring your own laptop computer for your presentation. (Single projection for PC will be available on site.) - The venue will provide you with connecting cables. Session staff will assist you with your set-up. - Please be sure that the speaker's laptop computer is equipped with a D-Sub 15-pin output, a standard monitor terminal, as shown below. <div data-bbox="475 1086 1061 1153" style="text-align: center;"> </div> <ul style="list-style-type: none"> - Please bring your presentation file saved on your USB memory for backup, and that it has been run with a virus check in advance. - There will be a back-up PC in the rooms. However, the organizers will not take any responsibility for any trouble upon the usage. - Please bring the power outlet adapter for 100V (two-wire non-grounding outlet).
<p>Pre-Session Meeting</p>	<ul style="list-style-type: none"> - It is requested to attend Pre-Session meeting with the session chairs for a smooth progress of your session. Interpreters will also be present. The meeting will take place at the Speakers Anteroom (Room: Horai, 2nd floor). Please bring <u>your brief CV</u> to provide to the session chairs. - Presenters scheduled in the time frames below should convene at the anteroom by the times specified below only on the day of your presentation: <ul style="list-style-type: none"> • Presenters in the morning: → Meeting starts at 9:00 • Presenters in the afternoon of Oct. 6-7: → Meeting starts at 13:30 • Presenters in the afternoon of Oct. 8: → Meeting starts at 13:00 - Please bring the following materials for the meeting with the interpreters: <ul style="list-style-type: none"> • <u>2 printed materials of your presentation data (Powerpoint material)</u> (Note: The venue is not equipped with printers.) • Speech manuscript or presentation note, if any • Terminologies list in Japanese and in English, if any
<p>Contact</p>	<p>All queries should be emailed to the secretariat: iscc2010@issjp.com</p>