

# Presentation Guidelines

## Breakout Session Overview

All breakout sessions take place at Makuhari Messe. Please check the ProMAC 2010 program for specific room and time assignments.

**Oral sessions** consist of four presentations, and each presentation is 20 minutes long including QA time. **Poster sessions** provide space for presenting poster material of research or study during the conference period, and the paper authors have chances to discuss other people who are interested in your presentation.

[Note] All Presenters and Session Chairs must register for the ProMAC 2010 in advance.

## Oral Session Speaker Guidelines

If you are presenting a paper, please follow the guidelines below:

- All presentations will be assigned unique presentation ID, and it will be shown at the program and the sign boards at the session rooms.

**Presentation ID** will be identified by a three-digit code as follows:

Room ID (single-digit code):           A, B, C, D...

Time frame ID (two-digit code):       01, 02, 03...

### **Presentation Time for each time frame ID**

ID 01-04:   Oct.13 11:00 - 12:20

ID 05-08:   Oct.13 15:00 - 16:20

ID 09-12:   Oct.14 11:00 - 12:20

ID 13-16:   Oct.14 15:00 - 16:20

ID 17-19:   Oct.15 11:30 - 12:30

For example, the presentation ID 'B02' means the time frame '02' presentation in the room 'B'. The presenter should be in the room before starting the session, i.e. Please go to the session room before 11:00 a.m. October 13.

\* For the latest time frame, please check the ProMAC 2010 detailed program.

- You should prepare your presentation material in English and all sessions will be carried out in English.

- If you need to supports on communication in English at QA time, please contact a ProMAC language staff who will be at your session room. Interpreters of English and Japanese will be assumed.
  - Presentation material needs to be prepared in Microsoft PowerPoint 2007.
    - If you want to use other versions or other software, you should convert it to Microsoft PowerPoint 2007 or 2003 format yourself.
    - You can also use PDF file for your presentation.
    - You cannot use sound animation in your presentation.
  - There are three ways to show your presentation material on a screen as follows:
    - Bring your presentation file by USB memory key and connect it to a PC prepared in the session room.
    - Sending your presentation file to ProMAC office via E-mail until Friday, October 8<sup>th</sup>.
 

ProMAC office E-mail address: [presentation@spm.or.jp](mailto:presentation@spm.or.jp)

File name: 'Presentation ID' plus 'Last name of First Author'

For example, if the presentation ID of the Mr. Yamada's paper is 'B02', he should send his presentation material named 'B02YAMADA'.
    - Use your notebook PC for your presentation.
  - You can distribute material related to your presentation, unless you do your business. If you need more information, please contact a ProMAC conference staff.
- 1. You should be in the appropriate room before the time the session will be started.**
  - 2. Introducing yourself to your session chair, and provide him/her with a brief background statement that he/she can use in introducing you to the audience.**
  - 3. Each speaker will have 20 minutes to give their presentation including 5 minutes for question from the audience and answer time.**

[Note] All presenters prepare to display the session material on a screen within each given presentation time.

### **Oral Session Chair Guidelines**

If you are chairing a session, please follow the guidelines below:

- All chairs need to prepare a watch yourself.
- 1. Ensuring all speakers is present at their respective sessions.**
  - 2. Introducing a speaker and his/her paper to the audience.**

3. **Ensuring that speakers and sessions start and finish on time. (Each presentation is 20 minutes long including QA time.)**
4. **Coordinating session questions and answers time.**
5. **Please hand him/her the certification of presentation on ProMAC**
6. **Closing the breakout session after completion of all presentations.**

[Note] Please receive the certifications for each presenter from a ProMAC staff in the session room in advance.

### **Session Room Equipments**

- Each session room is equipped with a PC, a projector and a screen. The PC has Windows XP, MS Office 2007 which is compatible with MS Office 97-2003 and MS Office 2007, and Adobe Reader 9.0.
- If you want to use a pointer, please prepare it yourself.

[Note] Some PCs will be prepared for checking your presentation material in advance. It will be set up near the ProMAC registration desk.

### **Poster Session Presenter Guidelines**

If you are presenting a paper in a poster session, please follow the guidelines below:

- You should prepare your poster material in English and the discussion will be carried out in English.
- The size of poster presentation space is two size A0 sheets. (A0: 1189mm x 841mm)
  - You can prepare your poster printed as a large paper or you can split them into size A1 sheets or size A4 sheets as well. (If you use size A1 sheets, you can use 4 sheets.)
- Pins for putting up poster and will be prepared at the session room. If you need further information, please contact a ProMAC staff.
- A small chair will be set beside your presentation space. You can use it for putting your distributable material related to your presentation, unless you do your business there.

- You can obtain the certification of your presentation on ProMAC only at your poster presentation space.
- 1. **You should put up your poster material on your presentation space yourself on Tuesday PM or Wednesday AM.**
- 2. **You can explain your presentation and can discuss with your colleagues the theme of your presentation with other ProMAC attendees at the coffee break and poster presentation time.**
- 3. **Please take away your poster material yourself at the end of poster session time.**

**Coffee break and poster presentation time**

#1: Oct.13 14:30 - 15:00

#2: Oct.14 14:30 - 15:00

\* For the latest time frame and the session place, please check the ProMAC 2010 detailed program.