

OECC/PSC 2019

Instruction for Oral Speakers

All speakers are required to register for participation in OECC/PSC 2019.

Please pick up your name tag at **REGISTRATION DESK** on the first day of your attendance.

All speakers are requested to check all of the presentation materials/data at the PC preview room (Room 401) first. Then, please connect your laptop to the projector cable on the podium in the session room and check your slides and movies projected on the screen during a lunch break or a coffee break before your session. Please be seated at the "Next Speaker's Seat" at least 15 minutes prior to the start of your session.

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 and use the backup laptop provided at the operator's desk. (Refer to the "OS and Applications of backup laptop".)

* If presentation data is made by Mac, you are required to bring your own laptop and a connection cable.

OS and Applications of backup laptop

OS: Windows 10 pro (Japanese Ver.)

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

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.

Notes

- 1) Screen aspect ratio is 4:3.
- 2) 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.
- 3) Turn off any sleep functions and screen savers.
- 4) Please bring all required connection cables for your own laptop. The projector terminal will be HDMI and VGA.
- 5) Please bring your own power adapter and a transformer if necessary.
- 6) Please bring a backup data to the conference site.
- 7) To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.

PC Preview Room

All speakers are requested to check all of the presentation materials/data at the PC preview room (Room 401) before your session. Support staffs will be available to assist you at the PC Preview Room.

Location: Room 401 (4F)

PC Preview Desk Open Hours:

Date & Time:	July 7 (Sun.)	13:00-17:00
	July 8 (Mon.)	12:00-17:00
	July 9 (Tue.)	8:30-17:00
	July 10 (Wed.)	8:30-17:00
	July 11 (Thu.)	8:30-14:00

Session Room (4F)

Room A (405+406), Room B (409+410), Room C (402+403),
Room D (414), Room E (413), Room F (412) and Room G (411)

Presentation Time

	Presentation	Discussion	TOTAL
Plenary	45 min.		<i>45 min.</i>
Tutorial	60 min.		<i>60 min.</i>
Invited Papers	25 min.	5 min.	<i>30 min.</i>
Oral Presentations	12 min.	3 min.	<i>15 min.</i>
Post-Deadline Papers	TBA in the acceptance notice (email and website)		

*Time allocation for Workshops will be informed to each speaker separately.

Caution (Bell)

<Invited Papers>

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

<Oral Presentations>

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

<Plenary and Tutorial> *No caution.*

Oral Session Procedures

The session rooms are equipped with the following items for presentations

- LCD Projector
- A podium with microphone and desk-top light, laser pointer, clock
- A backup laptop for the speakers who bring only the presentation data.

- 1) Please follow the session presider's instructions.
- 2) Be seated at the "Next Speaker's Seat" (located in the first row of the room) at least 15 minutes prior to the start of your session.
- 3) <If you use your own laptop> Please connect your laptop and start presentation.
<If you use a back up laptop> Please go to "Operator's Desk" beside of the podium in the session room during a lunch break or a coffee break before your session.
Copy and save your presentation data on the desktop of the backup laptop. After your presentation, delete your presentation data.
- 4) Please be punctual in keeping presentation time.