The 67th JSOH (May18-20,2018),Hokkaido,Japan

Presentation Instructions

To presenters of Poster Presentation

1)Poster size

The board will be used VERTICALLY. Dimensions of the poster board are 210 cm high x 90 cm wide. These are the maximum dimensions to follow when creating your poster but you may make your poster smaller. The abstract number will be provided. Please include your face color photo(10 cm high x 6 cm wide) in the top left corner in your poster materials.

The poster title, author(s) name, affiliations, and country must be included on the poster. Put ○ in front of the presenter's name.
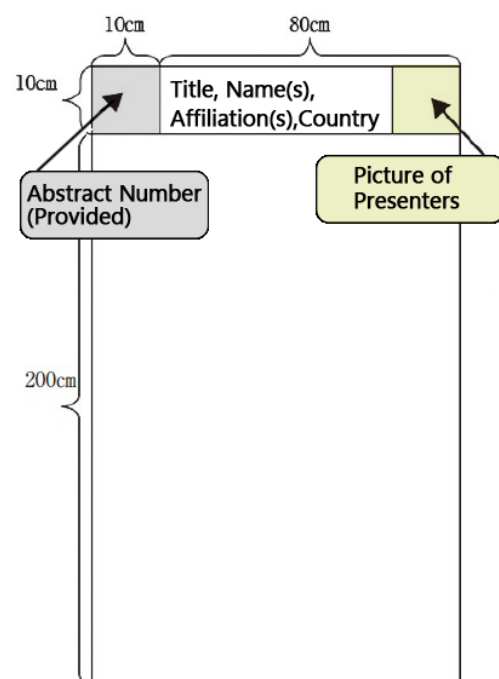
2)Presenter obligation

A presentation ribbon will be available at the poster presentation board.

Please be accepted at presentations registration desk before set-up posters and give your name to the staff. Staff pass the presentation ribbon there .

You are required to be at your poster board during the poster discussion session to receive the certification of presentation.

To presenters of Oral Presentation

1) Regarding the presentation time, please follow the directions given by the leader. (For your information, the total allocated time for an oral presentation is 12 minutes including 8 minutes for the presentation and 4 minutes for discussion)

2) A single liquid-crystal projector can be used during the oral presentation. (Limited to one)

3) Presentation style

(1) All part of the presentation must be done with a PC (single screen). Please note that use of any other devices such as a slide or video will not be accepted. ONLY the computer prepared by the host will be allowed to use for the presentation (Any computers brought in will not be allowed).

(2) The following OS and applications will be available:

OS : Windows 7, Applications : Power Point 2007/2010/2013/2016

Please note that either sounds or videos will not be supported for use.

Please also be advised that Macintosh computers will not be accepted.

(3) ONLY USB memories will be allowed to use as a presentation file.

4) How to make a presentation:

Preview your presentation at the PC desk one hour prior to your presentation time. The head office will forward your presentation file to the presentation venue that is imported from the USB memory that you brought. The copy of the file will be responsibly deleted by the host after the presentation.

Please refer to the Oral/Poster Presentation Program for sites for each type of presentation.

5) Notes

(1) No data editing will be allowed at the desk.

(2) We leave the progress of presentation to the discretion of the leader, so please follow the given directions. Please have a "Next Speaker" seat as soon as the presenter before you takes the rostrum.

(3) Presenters must forward the pages of the data on their own during the presentation using a mouse placed on the platform.

(4) The data for presentation cannot be modified at the site.

(5) For the purpose of keeping the balance of the screen layout and preventing the characters from being garbled, use of the fonts that are installed as standard is strongly suggested. The fonts we recommend are as following:

　MS Gothic, MSP Gothic, MS Mincho, MSP Mincho

　Arial・Arial Black・Century・Century Gothic・Times New Roman

(6) Put your "presentation number (ex.O-029)" as your file name (Please also prepare the backup data).

(7) Any data that has a video or sound will NOT be played.

(8) Please make sure that the media you bring contains no other data than the one (completed version) you are presenting on the day.

(9) Once you finish creating the presentation data on your computer, use another one to check your data so that you can make sure whether it properly works.