

Presentation Instructions

Abstracts

All the conference abstracts including Invited/Oral presentations and Poster presentations can be viewed online in advance. All abstracts are uploaded on the home page of Gelsympo2017 at 17:00 24th Feb. 2017. Throughout the conference venue (Tsudanuma Campus) during the conference hours (7-9th March), all participant access to the Internet (Wi-Fi) free of charge. See “Internet Access” in *General Information*. You will also find the invited (Plenary and Keynote) speaker’s abstracts in this program booklet.

Instruction for Oral Presenters

Speakers

Invited (PL & KL) and Oral presenters are reminded to be in the meeting room no later than 30 minutes before the presentation and sit in a sheet “**Next presenter**”, and during the previous presentation, you stand by for own presentation with keep running your computer. In principle, the presenter will use his/her own PC (*). In the case you hope to use the PC provided in the room (**), you should finish to preload the presentation (power point) data on the PC at least one hour before the relevant session

Please check your presentation time and date carefully using the latest schedule on this program booklet and HP.

Oral Presentations

- | | |
|--------------------------------|--|
| Plenary lecture 40 min | (including 5 min of discussion time,
Indication bell rings 30min(1), 35 min(2), and 40 min(3)) |
| Keynote lecture 20 min | (including 3 min of discussion time,
Indication bell rings 15 min(1), 17 min(2), and 20 min(3)) |
| Short Keynote 15 min | (including 3 min of discussion time,
Indication bell rings 10 min(1), 12 min(2), and 15 min(3)) |
| Contributed Oral 15 min | (including 3 min of discussion time,
Indication bell rings 10 min(1), 12 min(2), and 15 min(3)) |

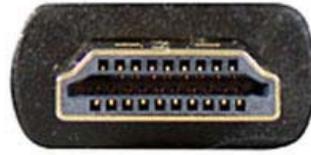
We recommend you to bring your computer to the symposium and use it for presentation. The projectors in auditorium and conference hall can be connected to computer using VGA connector (other names include RGB connector, D-sub 15, mini sub D15 and mini D15). If your computer does not equipped with female DE-15 plug, you must bring the adapter to connect the projector.

(*) For your own laptop computer, please follow the instructions below.

- 1). Ensure that your computer is equipped with the VGA (or HDMI Type A) connector.
Please verify the connection before your presentation.



VGA



HDMI (Type A)

- 2) If your computer dose not have those connectors, please bring an appropriate converter with you. Converter for Mac such as Apple Mini DisplayPort to VGA, Lightning to VGA and USB-C to VGA will not be prepared. Please prepare them by yourself when you want to use at the presentation.



Apple Mini DisplayPort to VGA, Lightning to VGA and USB-C to VGA adapter

(**) If you bring your presentation data in a USB flash memory stick, please follow the instructions below.

- 1) Presentation must be made in PowerPoint readable in Windows. If you would like to use Mac, please bring your own computer to the site of presentation.
- 2) The computers provided for the sessions will be running the following operating systems with the following application software installed.

Windows: Windows 7 or later / PowerPoint 2003 or later

Instruction for Poster Presenters

- PREPARATION OF YOUR POSTERS

Posters must be printed and brought by presenters.

Sending posters to the Organizer in advance cannot be accepted.

Recommended poster size meets the DIN A0 format: **Height 119 cm and Width 84 cm.**

Maximum poster size must fit to the board dimensions (H 180 cm and W 118 cm).

- MOUNTING AND REMOVING YOUR POSTERS

Posters are displayed at the designated board with your poster numbers by the presenters.

Locations are on the First floor of Bld. 39 (Tsudanuma Campus, Nihon University)

Posters must be pinned on the boards by using detachable pins.

The poster boards and pins are provided by the Organizer. (Be sure to return the pins)

The pointing stick is not provided by the Organizer. Please bring your own pointing stick.

The posters must be mounted by 12:30 (JST) on Tuesday March 7.

The posters must be removed by 10:30 on Thursday March 9.

Posters which are not picked up until 10:30 on Thursday March 9 will be removed and discarded by the Organizer.

Do not leave anything valuable at the poster areas. The Organizer cannot be responsible for lost or stolen items.

- SESSION SCHEDULE

The Poster Session is held twice.

1st poster session: 17:30-20:00 on Tuesday March 7

2nd poster session: 13:30-14:30 on Wednesday March 8

Each session is split between odd and even poster numbers, so participants will have 75 min and 30 min at the 1st and 2nd sessions, respectively, to present their posters.

Odd numbers (for example A-1, F-7, P-35, S-11):

1st session: 17:30-18:45 on Tuesday, 2nd session: 13:30-14:00 on Wednesday

Even numbers (for example A-2, F-8, P-36, S-12):

1st session: 18:45-20:00 on Tuesday, 2nd session: 14:00-14:30 on Wednesday