

Information for Chairpersons

- Chairpersons are requested to arrive at the session room for their session 15 minutes in advance and to make their presence known to the staff in the presentation room.
- Please adhere strictly to the timetable for presentations and Q&A sessions to ensure the smooth running of the Meeting.

Information for Speakers of Symposia and Oral Sessions

■ Languages for Presentations

- Symposia (including some Mini Symposia): English
 - General oral presentations: English (With some exceptions, general oral presentations will also in principle be given in English. We are strongly encouraging presentations in English from the standpoint of the internationalization of the Meeting)
- ※Q&A sessions during both symposia and general oral presentations may take place in either English or Japanese.

■ Timing of Presentations

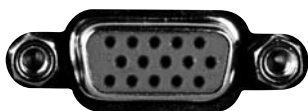
- Please follow the chairperson's directions during symposia.
- The time allowed for general oral presentations is 10 minutes for the slide presentation and 5 minutes for Q&A.

■ Presentation Instrument

- Presentations are restricted to computer presentations using your own note-type (laptop) personal computer in the Meeting.
- Please use a computer running Windows XP, Windows Vista, Windows 7, or Macintosh OS X or later, and software will include: Power Point 2003 or later. A computer should be fitted with an external monitor output terminal.
- If you are using a Sony VAIO, Macintosh, or other type of computer with a special-format monitor output terminal, please bring a D-sub15 pin conversion adaptor with you.
- Please be sure to bring an AC adaptor to the presentation venue in case your computer's battery runs out.
- Please adjust your computer settings so it does not revert to screensaver or energy-saving mode during your presentation.
- If your presentation data includes links to stills, moving images, graphs, or similar data, please be sure to save these files and check their operation in advance.
- Audio cannot be used during presentations. Should you require audio, please contact the Secretariat in advance.

■ Making Presentation

- Please bring your computer to the PC Preview Center (2F, Bldg.1) at least 60 minutes before your presentation to check the output.
- Please give your own laptop to the Computer Operator Desk (on the left-hand side facing forwards inside the presentation room) at least 30 minutes before your presentation.
- During your presentation, you can operate your computer yourself by using the monitor and remote mouse on the podium.
- There is a time indicator on top of the podium. You are requested to finishing your presentation within the allotted time.
Color sign of the time indicator:
 - During the presentation: green light
 - One minute left to termination : yellow light
 - Termination : red light
- After your presentation, please reclaim your computer from the Computer Operator Desk.



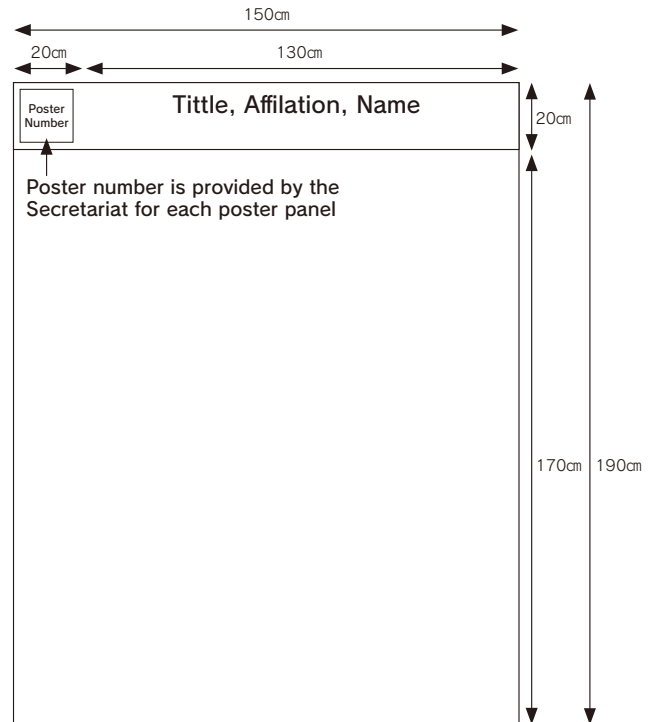
Connection cable (showing the computer connection end)

Information for Poster Presenters

Posters will be displayed in Event Hall (1F, Bldg.1)/Shirotori Hall (1F, Bldg.4)

Poster Preparation

- Please make your poster to fit the space within the display panel. The panel size is shown in the figure on the right.
- Please prepare the title of your presentation, affiliation, and presenter's names in English and affix them at the top of the space for displaying your poster.
- Poster content (figures and explanations) must be prepared all in English.



Presentation

- Please display your own poster in the position indicated by your presentation number within the designated time for display. Presentation numbers are already indicated on display panels. Please check your presentation number and be careful to put up your poster on the correct panel.
- Tacks for putting up posters are available at the Poster Reception Desk. Please do not use glue or cellophane tape/Scotch tape.
- Please attach the ribbon on your chest, stand in front of your poster panel during the presentation and discussion period listed below, and respond to participants' questions (there will be no chairperson to move the sessions along).
- Posters will be changed every day. Please help by taking your own poster down. Posters still displayed after the removal time has passed will be disposed of by the Secretariat the following day.

Day of Presentation	Installation	Program Number	Presentation/ Discussion	Removal
Tuesday, September 18th	8:00~8:30	Odd Number	11:00~12:00	17:00~17:30
Wednesday, September 19th		Even Number	13:10~14:10	
		Odd Number	11:00~12:00	
Thursday, September 20th		Even Number	13:10~14:10	
		Odd Number	11:00~12:00	15:00~15:30
Friday, September 21st		Even Number	13:10~14:10	

Request Concerning Use of Color in Presentation Materials

Around 5% of Japanese men (3 million people) and 8% of Caucasian men have a specific type of vision that makes it difficult to distinguish between colors in a particular range, including red and green. In light of this, you are requested to take the following points into account when preparing presentation materials.

1. Images of two-color staining or DNA chips should be displayed in green and magenta, not red and green.
2. Three or more stains should not be displayed only as composites with all three colors, but also with the two most important colors alone shown in green and magenta. (Alternatively, images of each channel can be displayed separately.)
3. In graphs and explanatory figures, it is extremely difficult to match colors shown in two separate places. For this reason, do not use only color-coded descriptions or legends for different items, but write them directly into figures. Do not differentiate between items by using different colors, but rather with different types of line, shapes/symbol, or types of hatching.
4. Red does not appear as a bright, vivid color, so do not use red lettering on a dark background. Fine blue lettering is extremely difficult to read, regardless of color vision. On a dark background, use white, yellow, or orange lettering as far as possible. For further information, see <http://www.nig.ac.jp/color/>.