

PCC-Osaka 2002 April 2-5, 2002, Osaka, JAPAN

INSTRUCTIONS FOR ORAL PRESENTATION

Speaker of oral presentation is requested to follow the instruction below.

Preparation of Visual Aids

Session rooms for oral presentation are large, and we advise you to use large letters in your slides and transparencies. No more than 10 lines in a projection are recommended.

Transparencies (Only transparencies are used in the conference)

We have the overhead projection equipment for normal letter-sized (or A4) transparencies. Use the largest projection area, normally 210 mm x 210 mm.

Slides or other

We do not accept slides or other media, such as PC with LCD projector, in oral sessions.

During the Conference

All speakers for a session are required to meet their session chairperson at the author's breakfast in the morning of the session. The chairperson will confirm your presence, and local requirement for your presentation may be offered.

The most careful attention should be paid on the time of your presentation, programmed for only **15 minutes**, plus **5 minutes** for questions. Please leave pure 5 minutes for the questions, because your answer would be more informative for the audience. The time might be changed by the session chairperson, according to the time management of the whole session.

The time schedule of the session is rather tight as you can see in the tentative program, because of your kind cooperation in the contribution. The session chairperson will thus be asked to keep the timetable very strictly, so we would be very glad if you help the chairperson in accomplishing the duty.

INSTRUCTIONS FOR POSTER PRESENTATION

Speaker of poster presentation is requested to follow the instruction below.

Preparation of Posters

The prepared display board at the site is 180 cm width. The height of the board itself is 210 cm, however, it is not recommended to use lower area. The upper-left area of the display is reserved for the Program number indicated by the secretariat. **Title, Name, and Affiliations** should be indicated in the upper-right area, which is

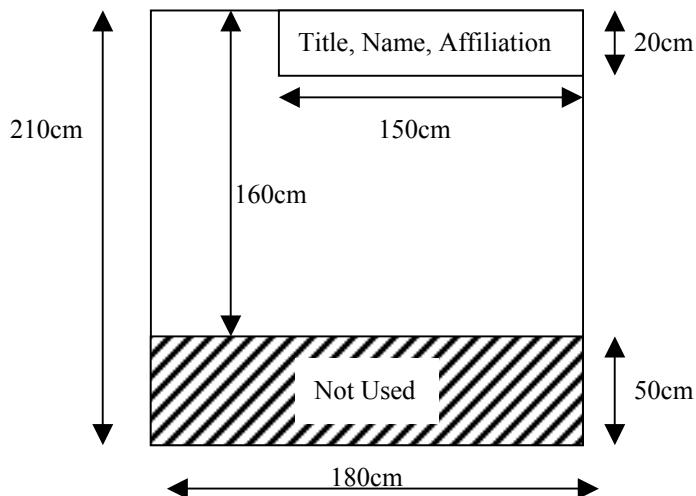
20 cm height x 150 cm width.

Thus the recommended **area for the materials including text, figures, tables, etc.** is

160 cm height x 180 cm width.

There is no electric power source on the poster site.

- Please use larger size of letters, such as 25-30mm for the Title, 15-20 mm for headings, and 7-10 mm for the text.
- Effective way to show up your display is to use the figures and photographs effectively, especially in colors.
- Show the order in which the poster is to be read clearly either by numbers, arrows, or lines.



During the Dialogue Session

Please contact the front desk at the session room before you start to mount your poster. Thumbtacks will be available at the desk.

Attach your materials to the panels assigned by the session secretariat. The program number of your poster presentation is indicated at the upper-left corner of the panel.

Speakers are expected to be present at their poster display during the session time. The only official language for poster displays is English. All materials to be mounted on the panel should have description in English.

Date	Mounting Time	Session Time	Removal Time
APR.4 (THU)	12:30 - 15:30	15:40 - 17:30	17:30 - 17:45
APR.5 (FRI)	12:30 - 15:30	15:40 - 17:30	17:30 - 17:45

Authors are requested to follow the above schedule in mounting their posters on their assigned panels. Please note that the removal time must be strictly adhered to, as posters that are left on display beyond the time will be discarded.