

【Submission of Your Presentation Data】

■What to Submit

- ✓ Submit your presentation data of the break out session. It should be in **PDF format**,
- ✓ The WAC2016 Conference language is English, the data should be written in English,
- ✓ Please insert the following information on the first page or at the beginning of the presentation data.
 - Name of conference (World Adhesive & Sealant Conference 2016)
 - Names of presenters, name of company, name of department, titles, country name
 - Category of presentation (Environment, Evolution, Creation, or Free)
 - Title of presentation
 - Names of authors, affiliated organizations, etc. (as needed)
- ✓ Keep the submitted data within 5MB.
- ✓ Keep the content of your slides to main points only.
- ✓ Keep any diagrams or charts simple.

■Regulations

You are kindly requested to obey the following rules:

- ✓ **NO general company introduction*₁**,
- ✓ **NO company, trademark, brand or product names in your presentation*₂**,
- ✓ Prove your point by being positive, do not speak adversely of your competitors.

*1 : Platinum, Gold, Silver, and Bronze sponsor companies are an exemption to this restriction.
However, the introduction must be kept to max 1 slide.

*2 : Platinum, Gold, Silver, and Bronze sponsor companies are an exemption to this restriction.

- ✓ **DON'T** mention prices your company may charge customers.
- ✓ **DON'T** mention discounts, terms of conditions of sales, warranty terms, profits or profit margins, market shares, bids or the intention to bid, rejection or termination of customers, market sales territories.
- ✓ **DON'T** mention any proposal or any activity that may have the effect of producing an adverse economic impact on competing companies.

■Notes for Your Presentation Data

- ✓ The submitted data does not have to be the same presentation data that will be presented on the day of the conference. Please submit data that allows the contents of the conference presentation to be understood.
- ✓ Submitted data may be in essay format if the contents allow the contents of the conference presentation to be understood. However, please submit the data in PDF format.
- ✓ Before the conference, the submitted data can be viewed and downloaded from the WAC2016 official homepage (<http://wac2016.org/>). The date of uploading will be posted on the homepage at a latter date. Please note that we do not plan to distribute the submitted data and the presentation data to be used at the conference in printed format to the participants on the day of the conference.
- ✓ The WAC2016 Review Committee will ask you to adapt your presentation if the style is too commercial.

【 Submission Period】

Submission period is as below:

July 29th to September 16th, 2016

【How to Submit】

■ Authors who submitted abstract via LaCool (online abstract submission site):

- 1) Log in to LaCool using your ID and password created for abstract submission and click on your abstract ID (e.g. a90001) .
(LaCool URL: <https://lacoool.convention.co.jp/jcs/login/eLogin/0000000269>)
- 2) You will find a column with the name "Presentation Data".
- 3) Upload your Presentation Data in PDF format.
- 4) **Make sure the uploaded photo is a portrait of the speaker. If not, upload correct photo.**
- 5) Proceed to the final page and click on "Save" to complete submission.

■ Authors who submitted abstract via e-mail:

- 1) Attach the documents below and send to "wac2016@convention.co.jp".
Document 1 : Presentation Data in PDF format
Document 2 : Photo of the speaker in JPG format

【More Details】

■ Details of the Break Out Sessions

All Tracks Presentations are scheduled for a presentation of **20 minutes' duration** plus **5 minutes Questions & Answers**.

It is extremely important to keep the program to time; out of respect for the other speakers and to allow delegates a chance to move between Track rooms.

The Track Moderators are instructed to cut you off if the time limits are not respected. A bell will ring once 15 minutes after the start of the presentation (5 minutes before conclusion) and once 20 minutes after start of presentation (ending time of the presentation). Please respect the time limits of the presentations.

■ Concerning the Presentation Data to be Used at the Conference

Break Out Session venues:

- Because the screens (150inch) in the 4 venues are all 4:3, please create PowerPoint presentations in the same format.
- It is recommended to use PowerPoint version 2007 or later.
- **Please be sure to bring a USB containing the presentation data on the day of the presentation.**
Please give the presentation data to the venue technology staff 30 minutes before the start of the presentation (details concerning time will be announced at a later date).
- We will inform you on the WAC2016 official homepage (<http://wac2016.org/>) at a later date concerning possible times for projection tests of the presentation data and other details for presenters.
- If you are going to bring your own PC to conduct the presentation, please place your computer on the technology staff seat. Presenters will use a keyboard and mouse on the podium to remotely control the computer.

【Inquiry】

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E-mail: wac2016@convention.co.jp