

Instructions for Break Out Sessions

As of 21th Oct



1. Break out session presentation time

- Presentation: 20 minutes
- Q&A: 5 minutes
- A bell will ring 15 minutes after the presentation starts and at the end of the presentation (20 minutes after the presentation starts).
- Presenters please sit in the front row before the session starts.
Your cooperation for smooth proceeding is be much appreciated.

2. On-site equipment

- The aspect ratio of all screens at the site is 4:3.
- We will save your presentation data (PDF) submitted in advance on an on-site laptop computer. If you would like to replace your data, please bring your new data on a USB device and hand it to the technical operator during the preview time (refer to 3).
- A display and clicker (remote control mouse) will be prepared on the podium table. Presentation materials will be projected on the display. If you bring your own computer, your computer will be required to be placed on the technical operation table and operated using a remote clicker.

<On-site equipment details>

- Projector (VGA cable, mini 15 pin D-sub)
- Laser pointer
- Wired microphone and podium table
- Windows laptop computer

*If you bring your own computer, please bring your own adapter.

3. Preview / Authors and Session Moderators' Briefing

- If you would like to preview your presentation data on display or replace your data with one submitted in advance (PDF), please go to site where you are planned to present during the following hours.
- Presenters and session moderators **must join the Moderators' Briefing at the site where they are planned to present** during the following hours.

Speaker Information	Preview (Upon Request)	Moderators' Briefing (Mandatory)
Speakers to make presentations from 3:30pm to 5:30pm on Wednesday, 26 th Oct.	From 1:30pm to 2:00pm on 26 th October	From 2:30pm to 3:00pm on 26 th October
Speakers to make presentations from 10:00am to 1:00pm on Thursday, 27 th Oct.	From 9:00am to 9:30am on 27 th October	From 9:30am to 10:00am on 27 th October
Speakers to make presentations from 2:00pm to 5:00pm on Thursday, 27 th Oct. (only for Environment and Creation)	From 12:30pm to 1:00pm on 27 th October	From 1:30pm to 2:00pm on 27 th October
Speakers to make presentations from 2:30pm to 5:00pm on Thursday, 27 th Oct. (only for Evolution and Free)	From 1:00pm to 1:30pm on 27 th October	From 2:00pm to 2:30pm on 27 th October
Speakers to make presentations from 9:30am to 11:00am on Friday, 28 th Oct.	From 8:30am to 9:00am on 28 th October	From 9:00am to 9:30am on 28 th October