Information for Oral / Poster Presenters

· Language used in the abstract should be also used in the actual presentation. If you write an abstract in English, presentation should be made in English.

· All presenters are expected to visit "Presenters Desk" located on the first floor and pick up the name tags. For poster presenters, please display the poster at the designated poster panel.

· In case any co-authors will present on behalf of the first authors, please contact the 5th NSCA International Conference Secretariat Office (nsca2017@jtbcom.co.jp) by Sunday, January 22nd.

· For the detailed information such as presentation schedule and program number, please confirm "Oral / Poster Presentation" on the website.

Instruction for Poster Presenters

1. **Presentation Date & Time**

Mounting: 9:00 on Friday, January 27th to 12:30 on Sunday, January 29th

* In case of schedule conflicts on January 27th, please make sure to display your poster by the following presentation time at the latest.

Presentation / Discussion: 12:15-13:15 on Saturday, January 28th

Removal: 12:30-13:30 on Sunday, January 29th

*Posters still on display after the removal time has passed will be disposed of by the Secretariat. We appreciate your cooperation to remove by yourself.

· Push pins for displaying your poster are prepared by the Secretariat.

· Please make a presentation and discussion in front of your poster with audience during the presentation time above.

2. **Poster Presentation**

The size of poster boards will be H 210cm x W 90cm. Please prepare the poster with the size fits for the poster boards.
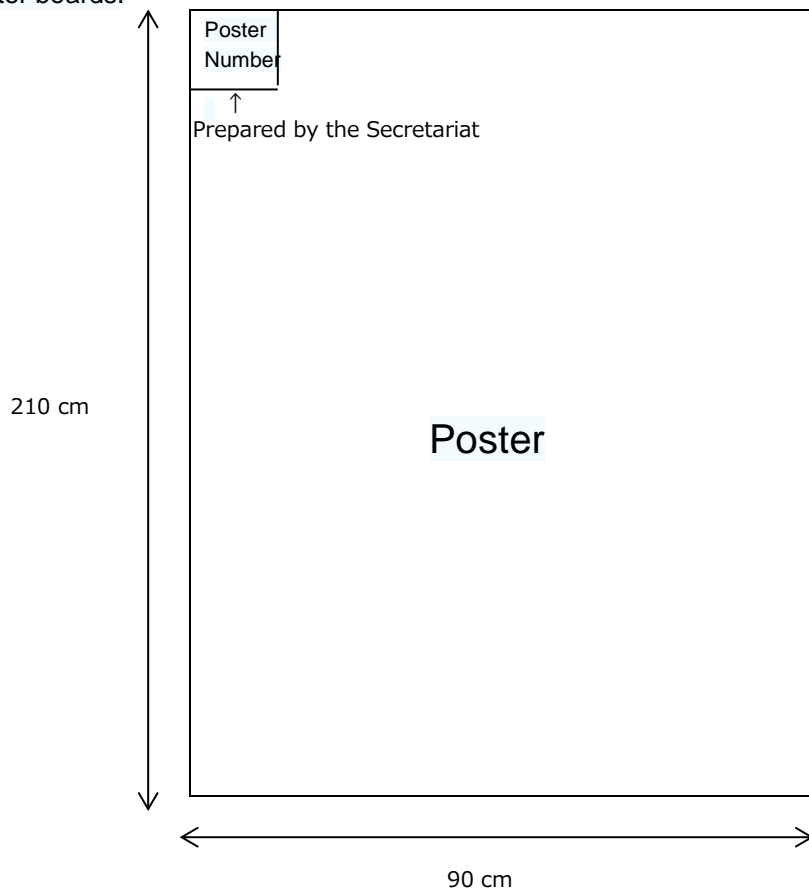
<u>**Instruction for Oral Presenters**</u>

1. **Presentation Time**

   The time limit for oral presentations is totally 17mintues: 15 minutes of presentation with 2 minutes of Q&A.

   * Please adhere strictly to your allotted time.

   * The time limit to switch presenters is just 1 minute. Please be seated near the podium in advance of your presentation. We kindly ask for your cooperation for smooth operation.

2. **Presentation Data**

· Oral presentation will be made in digital presentation connecting the computers to LCD projector. Please prepare your presentation data with Microsoft PowerPoint 2007, 2010 or 2013 and bring it by USB flash drive to the session room. Please name your file with "Program Number_Presenter's Name".

   * Presentation data will be collected only at the session room, not in advance. Please visit the session room at least 30 minutes prior to the session and hand your presentation data to the operating staff. Your data will be copied to the computer for presentation and any data handed over to us will be destroyed after the end of your presentation.

   * Please make sure to prepare the presentation data with Microsoft PowerPoint. For any data prepared with other applications are requested to convert to PowerPoint after checking if it works on Windows PowerPoint.

   * Please also bring a backup of your presentation data in case of unexpected circumstances.

   In case you will prepare your presentation data by Macintosh or use movies in presentation, please bring your own laptop. It will be returned to you immediately after the end of your presentation. Any audio output is not allowed.

   * Please be sure to bring the AC adapter of your laptop. If necessary, you are required to bring a conversion adapter for VGA cable by yourself.

   * Please be sure to deactivate password lock, screen-saver, virus check and energy saving mode in advance. To ensure that your presentation proceeds smoothly, please avoid using presenter tools.

   Please display your presentation data on the PC desk in the session room (at the front left of the room) 30 minutes prior to the session and hand it to the operating staff. It will be returned to you at the PC desk immediately after the end of your presentation.

3. **Devices for Use during Presentations**

   Specifications of the computers to be used at the venue

OS	Windows7 *Resolution: XGA (1,024 x 768)
Software	Microsoft Office PowerPoint 2007, 2010, 2013

· Please use the keyboard and mouse that are set up on the podium during your presentation.
· The monitor screen on the podium will be set on standby with your presentation data already open in PowerPoint.
· Laser pointer will be prepared on the podium by the Secretariat.