

IASGO 2011 in Tokyo

Information for Speakers

All the speakers are asked to follow the instruction below:

1) DATA CHECK IN/PC PREVIEW

- Please check your data at PC center located at the foyer on the 4th floor 60 min. before the session starts. (If your session is the very first session of the day, please check your presentation data the day before your session is scheduled.)
- After checking the data, please bring the data by yourself to your session room and pass it to the operator.
- Please make sure that your presentation data is clearly named as follows:
 <family name>_<given name>_<date of presentation>.ppt
 e.g. Yamada_taro_20111112

2) SPEAKER'S SEAT

- Speaker's seats are located at the left corner of the front row of the room.
- Please make sure that you are there before your presentation starts.

3) TIME KEEPING

- Please keep the time line of your presentation informed by the secretariat.
- There is a time keeping equipment on the podium, and be mindful of it.
- Please follow the instructions by chairpersons if any.

4) DATA

- Presentation data is deleted by the secretariat after the congress ends.

Instruction for Poster Presenters

Please follow the below instructions:

1) How to prepare your poster:

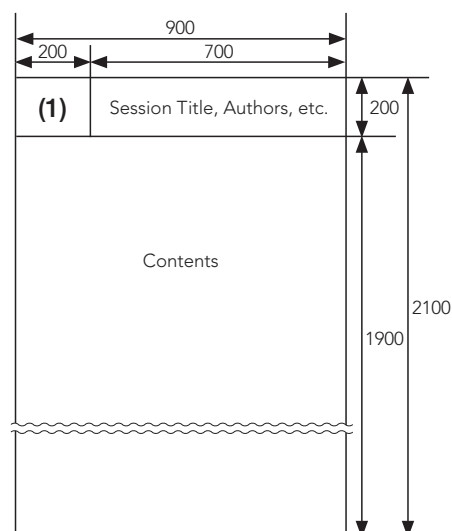
Please refer to the right image and prepare your poster to fit onto the poster board.

Poster Number **(1)** is prepared by the secretariat, but title, authors and other information should be prepared by the presenter.

2) Schedule of the Presentation Day:

On your presentation day, please check the schedule of setting up, removal times indicated below.

	Nov. 10 (Thurs.)	Nov. 11 (Fri.)	Nov. 12 (Sat.)
Presentation Schedule	16:40-17:40	16:40-17:40	13:00-14:00
Setting Up	8:00-10:00	8:00-10:00	8:00-10:00
Removal	17:40-18:00	17:40-18:00	14:00-14:30
Presentation Time	Presentation: 3 min. Q&A: 2 min.	Presentation: 3 min. Q&A: 2 min.	Presentation: 3 min. Q&A: 2 min.



3) How to proceed the Poster Session:

Each session group is moderated by 2 chairpersons.

Please follow the instruction and order given by the chairs.

Make sure that you keep the time allotted, and propose active discussion among audience.

Information for Chairpersons (Oral Sessions)

All the chairpersons are asked to follow the instruction below:

1) CHECK IN

- Please visit the Check In Desk located on the 4th floor 30 min. before your session starts.
- If you are assigned to consecutive sessions, please check in 30 min. before the first session starts.

2) Stand-by for the session

- Please stand-by in the session room 10 min. before the session starts.
- Next Chairperson's Seats are located at the right corner of the front row of the session room.

3) TIME KEEPING

- When session starts, please keep the strict time control over the session.
- There is a time keeping equipment on the podium, and be mindful of it.

4) DISCUSSION

- Within the given time frame, please encourage participants to promote active discussion on the topics.