Presentation Instructions

1) Oral Presentation

Place: October 8 Grand Ballroom "Chiyo Room" (4F)

Hotel Metropolitan Sendai

October 9-10 Concert Hall (1F)

Miyagino Ward Cultural Center in Sendai

The duration of a presentation slot is 20 minutes. You will have 15 minutes for the presentation itself and 5 minutes for questions from the audience.

A projector & computer (MS Powerpoint & Adobe Acrobat Reader) will be available in oral session room for regular presentations. Please bring your presentation material on a USB, as well as email it to yourself so you have a backup.

Preparation of Visuals:

PLEASE NOTE THAT INDIVIDUALS USING COMPUTER PROJECTION MUST BRING A MEMORY STICK CONTAINING THEIR PRESENTATION. Files can be uploaded to the local PCs in the lecture room during the breaks between the sessions. To avoid software compatibility problems (MS Powerpoint), speakers are advised to bring a .ppt or .pptx or PDF-version of their presentation.

Speakers should arrive in the session room and come to the podium 15 minutes BEFORE the start of their session to report to the chairpersons and do dry run. If you are

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presenting during a session which does not have a break before it, arrive in your presentation room 15 minutes prior to the session before yours.

The Award Ceremony with one student award and several student poster awards will be held at the end of this conference from 4pm to 4:30pm on October 10. Please enjoy an active discussion in this conference and stay until the end of the conference.

2) Poster Presentations

Place: Theater Hall, Miyagino Ward Cultural Center in Sendai

Schedule: The poster session is scheduled on October 9 and 10.

-	October 9	9:00-10:30	Installation
		11:00-17:30	Poster displayed on the board
		13:30-15:00	Poster Session Core Time
			(All Poster authors must attend the poster session core time.)
-	October 10	9:00-16:30	Poster displayed on the board
		16:00-16:30	Award Ceremony and Closing Ceremony
		16:30-17:30	Removal

Posters should be put up on the morning of October 9 at the poster board assigned to your paper number and removed at the end of the symposium on October 10. Authors

must attend the poster session core time, 13:30-15:00, October 9 as scheduled in the program. (Time may be subject to change.)

There will be a sign board placed at the corner of the poster board top showing paper number, presentation title, author's name, and affiliation.

Poster Board Size: 90cm wide x 210cm high

The recommended format is A0 portrait: 84.1 cm x 118.9 cm (33.1 in x 46.8 in).



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Tel: +81-3-5733-4971 E-mail: 3dic_2019@semiconportal.com