

WORLD PM2024

INSTRUCTION FOR ORAL PRESENTATION

(Keynote Talks, Special Invited Talks, General Talks)

1. SESSION SCHEDULE AND ROOM

Please confirm the date, time and room of your presentation at the Program Details.
Program Details URL: <https://confit.atlas.jp/guide/event/worldpm2024/top?lang=en>

2. TIME ALLOCATION FOR PRESENTATION

The time allocated for each presentation is as follows:

Keynote Talks	30 minutes including 5 minutes for discussion
Special Invited Talks	25 minutes including 5 minutes for discussion
General Talks	20 minutes including 5 minutes for discussion

Presenters will be notified the elapsed time by the timer on the podium as below:

Presentation type	Time allocation	Caution (yellow light)	End of Presentation (red light)	End of Discussion (notified by chairperson)
Keynote Talks	30 min	23 min	25 min	30 min
Special Invited Talks	25 min	18 min	20 min	25 min
General Talks	20 min	13 min	15 min	20 min

In order to ensure the smooth operation of the sessions, we ask you to keep to the time allocation.

3. EQUIPMENT FOR PRESENTATION

- A laptop with **Windows 10 pro (Japanese Ver.) and Power Point (Version: 2013 / 2021)** will be provided in the session rooms. **PowerPoint** will be the only method of presentation available.
- Single screen will be available. The display has the resolution of **1920 x 1080 (Full HD)**.
- Presenter View function will not be available.
- Sound system will not be available.
- You are requested to bring the data of your presentation on **a USB memory or a CD-R** (both for Windows) **to the Speaker Ready Room by the following time:**
 - If your presentation is scheduled in the afternoon session, please submit the data by noon of your presentation day.
 - If your presentation is scheduled in the morning session, please submit your file by the day before.Please meet with our operation staff there to check, rehearse and upload slide data.
- Please bring your own laptop in case that...
 - any movie in your presentation data cannot be played by Windows Media Player
 - you use Windows Vista or Macintosh
 - you use Presenter view
 - you cannot bring in data with a USB memory or a CD-R

- Please read “**Guidance for Preparation of PowerPoint Presentation**” thoroughly on the next page.

4. PC OPERATION

There are a mouse and a keyboard on a podium. All speakers are requested to switch the slide by themselves. Your presentation slides will be automatically uploaded from the Speaker Ready Room on the laptop in the session room in advance.

5. SPEAKER READY ROOM

The Speaker Ready Room is located at Room 311, on the 3rd floor and will be open during the following hours:

Place:	Room 311, 3rd floor, Conference Center, PACIFICO YOKOHAMA	
Open hours:	Sunday, 13 October	15:00-17:00
	Monday, 14 October	9:00-18:00
	Tuesday, 15 October	8:00-18:00
	Wednesday, 16 October	8:00-18:00
	Thursday, 17 October	8:00-11:00

6. NEXT SPEAKER'S SEAT

You are kindly requested to be seated at the Next Speaker's Seat located in the left front row **20 minutes** before your session starts.

Your presentation slides will be deleted after the conference, and will not be provided to any attendees nor opened to public.

>> Guidance for Preparation of PowerPoint Presentation <<

Information for Speakers who bring in Data

- Please make sure that the PC prepared by the Secretariat should be Windows 10 pro (Japanese Ver.) and Application is PowerPoint version 2013/2021. Application to make a presentation can be run on Windows only.
- Fonts should be OS standard fonts such as Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New, and Georgia.
- You are requested to bring the data of your presentation on a USB memory or a CD-R hybrid format.
- Please name your file as: Program Number_Your Name (Given_Family)
- Please do not include any other data than your presentation data in a device.
- The resolution of the display is Full HD (1920 x 1080) and if the slide size is larger than this, they will not be shown properly.
- Please make sure that virus check is executed beforehand.
- Your presentation data should be saved carefully and deleted by the secretariat after the conference period.

Information for Speakers who bring in own laptop

- Please make sure that your laptop should be Windows 2000 and later version or Mac OS9 and later version.
- If you use any movie or special applications for your presentation data, you are requested to bring your own laptop and inform the operation staff at the Speaker Ready Room.
- The conference projectors are connected to computers via a HDMI or a D-sub 15-pin plug. Please try to check the connections at the Speaker Ready Room.
- If your laptop does not use this type of plug (especially if you use a Macintosh), please bring the necessary adaptor with you and make sure that you can output your data from any laptop.
- The resolution of the display is Full HD (1920 x 1080) and if you need to switch the resolution, please done that beforehand.
- Please unlock the screen saver and power saving mode and bring a power cable of your laptop.
- When your presentation data includes animation, please report it to the operation staff and check if they can be shown on the external screen by directly connecting through the external output of your laptop.
- You are requested to bring a backup data of your presentation on a USB memory or a CD-R hybrid format.
- Please leave your laptop at the Operator's Desk inside the session room, where it is connected to the projector. Please be sure to pick up your laptop after your presentation.