# IPS 2008 Poster Presentation Guidelines

Posters are displayed through the duration of the meeting, April 21-24, 2008 and the time schedule for mounting and removing the posters is as follows.

Posters Mounting: 12:00-18:00, Wednesday, May 21 or 8:00-10:00, Thursday, May, 22
Posters Removing:16:00-18:00, Saturday, May 24

■ **Poster Preparation and Mounting/Removing**

1. The Poster board surfaces measure approximately W120cm X H180cm.   A poster number (10 cm x 10 cm) is displayed at the top left of the board.
2. A supply of pushpins will be available in the poster area for mounting your poster.
3. Each poster must have a label at the top that indicates the title of the paper, the name(s) of the author(s) and their affiliation(s).   The presenting author should be marked with a circle.
4. Authors are required to mount and remove their materials scheduled as above.
5. We remind you that you should NOT leave poster tubes or cases in the poster areas. The organizers will not be held responsible for any losses which may be incurred.
6. Posters not removed by the removing time mentioned above will be removed and discarded by the secretariat.
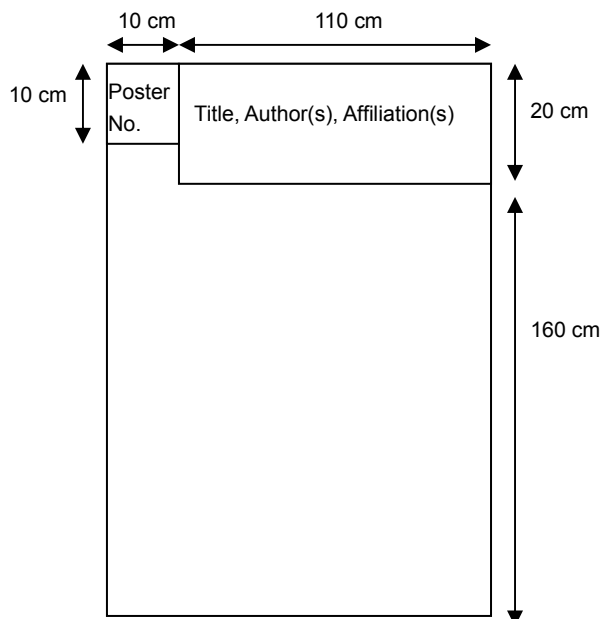
■ **Oral Presentation**

Each Poster chosen for an oral presentation is allocated a <u>5 minute slot</u> in one of the talk sessions. This is designed for delegates to ask questions, the answers to which would be of interest to all delegates. For this slot you should prepare <u>2 slides</u> (no more) giving a summary of your work/findings for presentation at the beginning of this slot. Please note that session rooms will have a data projector and we will only accept computer-based

PowerPoint presentations. Slide/Overhead/VCR projectors will NOT be available. To ensure your presentation runs smoothly, please bring your presentation data to PC Preview Desk located in the Conference Room 1-2 at least 120 minutes prior to your presentation. Speakers must use their own laptop computer, if they would like to use some special functions such as heavy animations like a moving picture.

1. If you bring your presentation data in a CD-R or USB flash memory stick, please follow the instructions below:

a) Presentation must be made in PowerPoint readable in Windows or Macintosh.

b) The computers provided for the sessions will be running the following operating systems with the following application software installed.
    Windows: Windows XP, Vista / PowerPoint 2003, 2007
    Macintosh: Mac OS X / PowerPoint 2004

c) Use the above operating system's standard fonts
    (e.g.) Windows: Century, Century Gothic, Times New Roman, etc
    Macintosh: Arial, Helvetica, Times New Roman, Osaka, etc

2. If you bring your own laptop computer, please follow the instructions below:

a) Ensure that your computer is equipped with the monitor connector of mini D-sub 15 pins. If your computer does not have this connection, please bring an appropriate converter with you.

mini D-sub 15 pins

b) Be sure to bring an AC adaptor with you.   The Japanese standard AC voltage is 100V.

3. A display monitor, keyboard, and remote mouse will be provided on a podium for presenters to operate. Sound speakers are not available.

4. Presentation data loaded on the computers provided will be completely deleted by the secretariat after your presentation.

5. The secretariat is not responsible for any projection troubles caused by computer technical difficulties. We recommend that all presenters bring back-up data.

PC Preview Desk open hours:

Wednesday, May 21	12:00-18:00
Thursday, May 22	8:00-17:30
Friday, May 23	8:00-13:30
Saturday, May 24	8:00-17:00