

**Request for Advance Copy of Presentation Material
-for Simultaneous Interpretation-**

Dear IPS 2008 Speakers:

Thank you for your participating in the 18th International Visual Field & Imaging Symposium. Your presentation will be interpreted simultaneously between English and Japanese at the session. In order to facilitate the work of our interpreters, we request that you submit a transcript of your speech, your PowerPoint file, or any other supplementary information related to your session.

1. Presentation Data (PowerPoint)

Please send your PowerPoint file to us at ips2008@congre.co.jp.

If you have other materials to help interpreters to study beforehand, (e.g.: oral paper, similar presentation materials, handouts, paper), please send them to us, too. Deadline is **Friday, May 16, 2008**.

The data which we are asking you to send us will be given only to the interpreters, not to project at the session. Therefore, when you send it to us in advance, the data does not have to be the finalized version. Please bring the finalized version to the site.

Provided presentation data will be completely deleted by the secretariat.

2. The Meeting with Interpreters

(for speakers other than poster presentation speakers)

The meeting will be available from 12:00 to 18:00, Wednesday, May 21. Please stop by at the conference room 1-2 during this period, unless otherwise designated. The meeting takes about 20 minutes for each speaker.

Please have the meeting in order to provide high quality simultaneous interpretation for the participants. We appreciate your cooperation. If you are not available during the period mentioned above, please let us know.

At the meeting, we will go over a presentation data that has been printed out. If it is difficult for you to send the data in advance, please bring it to "PC Preview" desk onsite before coming to the meeting.

We very much appreciate your kind cooperation.

IPS 2008 Secretariat
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