

Oral Presentation Guide

1. The official language in AMS5 is English.

2. Length of Presentation including Introduction of the Speaker and Q & A :

1) **Plenary Speech:** 40 minutes (30-minute speech + 10-minute discussion)

2) **Symposium Speech:** 30 minutes (25-minute speech + 5-minute discussion)

3) **Oral Presentation:** 20 minutes (15-minute presentation + 5-minute discussion)

3. PowerPoint Presentations – General

1) **Presentations may only be given as PowerPoint presentations.** No other audio-visual medium (e.g., slide, video, or overhead) or software is allowed.

4. At the Conference

1) **Arrive at your session 30 minutes prior to the beginning of the SESSION (not your presentation).** Meet the session chair and audio-visual volunteer. Become familiar with the room and with the connection of your computer to projector.

2) **Presenters are required to use THEIR OWN computers.** Although conference laptops with Windows XP and PowerPoint 2007 will be available, operation without any trouble during your presentation is not assured.

3) **Preview room will be operated on site.** Speakers are invited to stop to the room to preview their presentation materials.

Poster Presentation Guide

1. The scheduled times for poster session 1 and 2 are **16:40~18:40 on July 13** and **10:20~12:20 on July 14, respectively.**
2. Note that your poster presentation will be placed in the exhibition area, Owada B, and the poster that you bring needs to be no bigger than **W900mm x H1800mm** portrait.
3. **Posters may be attached to the boards by push pins.** The conference committee will prepare them for presenters. You are also welcome to bring your own mounting supplies.
4. **Poster boards will be numbered.** Presenters should attach their posters to the board number corresponding to the number assigned to their posters in the final program.
5. The posters can be placed by presenters from **14:00 to 19:30 on July 13 for poster session 1, and 8:00 to 15:00 on July 14 for poster session 2, respectively.** After these schedules, posters left on the poster boards may be removed and disposed of.

Student Paper Contest Guide

1. The scheduled time for student poster contest is the same as poster presentation time in **16:40~18:40 on July 13** and **10:20~12:20 on July 14.**
2. Please follow the **Poster Presentation Guide** to prepare your posters.
3. Poster papers will be judged on originality, content and the overall look of the poster.
4. Winners will be announced at the closing ceremony on July 14.