

## Instruction for Speakers

### 1. Conference Program

Please visit the following website for information about the program.

<https://www.apnno2018.org/>

### 2. Time Allocation for Speakers

Keynote Lectures:	30 minutes (25 minutes presentation, 5 minutes Q&A)
Symposium Lectures:	20 minutes (17 minutes presentation, 3 minutes Q&A)
Lectures:	20 minutes (17 minutes presentation, 3 minutes Q&A)
Early Career Scientist Presentations:	10 minutes (10minutes presentation)

\*Q&A for Early Career Scientists Presentations will be held after all Presentations have been made.

The session times of the presentations are listed in the program book.

#### Cautions

##### • Keynote Lectures

After a lapse of	Number of bells	Meaning
22 min.	Once	3 min. remaining
25 min.	Twice	End of presentation
30 min.	Three times	End of discussion

##### • Symposium Lectures / Lectures

After a lapse of	Number of bells	Meaning
14 min.	Once	3 min. remaining
17 min.	Twice	End of presentation
20 min.	Three times	End of discussion

##### • Early Career Scientist Presentations

After a lapse of	Number of bells	Meaning
7 min.	Once	3 min. remaining
10 min.	Twice	End of presentation

Time keeping is important to smoothly run the sessions. Please make sure not to run over your allotted time. We will have a clock ready for you to keep track of time.

#### **4. Speaker's Procedures**

- 1) Arrive at the session room at least 30 minutes before your session starts.
- 2) When your turn is next, go to the *Next Speaker's Seat* in the front row of the session room.
- 3) When it is your turn, bring your PC to the podium and start your presentation after being introduced by the chairperson. Turn off all power-saving features (sleep mode, screen saver, password, etc.) before starting your presentation.
- 4) After the presentation, disconnect the cable, and remove your laptop.

#### **5. Audio-Visual Equipment**

The following equipment will be on the podiums available for use:

- 1) Video Projector with a D-sub 15-pin or HDMI display cable
- 2) Laser Pointer
- 3) Microphone
- 4) Clock
- 5) Electric Outlet (100volt AC)

All speakers are requested to bring the following on the day of your presentation:

- 1) Laptop PC (Windows or Macintosh)
- 2) Presentation on PowerPoint Standard size (16:9)
- 3) USB memory stick with your Presentation data inside
- 4) Converter/ Power Plug Adapter

• There will be no PC Check Room, but we strongly recommend that you have your computer checked for the projection connection with the technical staff during the break before your technical session starts.

• Please make sure you are familiar with the Audio-Visual Equipment you will be using for your presentation.