

# Session Presenters' Guide

## (Oral and Poster Presentations)

### Guide for Oral Session Presenters

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#### ● PC Reception Desk

- Location : Entrance Hall
- Operation Hour : Sunday, July1 18:00~20:00  
Monday, July2 08:30~16:30  
Tuesday, July3 08:00~16:30  
Wednesday, July4 08:00~09:30
- Chief Staff : SHODA Yoshiko (Ms.)
- Guideline : 1. Bring your presentation data in USB media to the desk  
2. Bring your laptop PC to the desk to run operation check  
3. Your presentation data will be transferred to your session room via LAN
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#### ● PC Operation Support Staff

- Location : PC station beside the stage of each session hall/room
- Operation Hour : Monday, July2 08:30~17:00  
Tuesday, July3 08:00~17:00  
Wednesday, July4 08:00~12:00
- SupportStaff : 1 staff per session room
- Guideline : The support staff will assist you to;  
1. Ready your presentation data on the session hall/room screen  
2. Connect your laptop PC to the session hall/room screen  
3. Run test preview of your presentation data before the actual session
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#### ● Network Environment at the Venue

- Connection Type : Wireless
- Signal Availability : Entrance Hall, corridors, etc.
- Login Info : SSID public  
Password tsukuba\_mt  
Security WPA2-PSK

\*IP address will be assigned automatically by DHCP server.

### Guide for Poster Session Presenters

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#### ● Poster Board

- Location : 2nd Floor, Main Corridor
- Operation Hour : From 18:00 on July 1 to 11:00 on July 4
- Poster Size : within 200cm x 100cm
- Mounting : mount your poster firmly with pushpins or scotch tape
- Set up hour : 18:00~20:00 on July 1
- Removal : 11:00 on July 4
- Notice : Posters remain on the board after 11:00 on July 4 will  
: be removed and disposed by the secretariat office.