EMC Japan/APEMC Okinawa

\<Guideline for Speakers (Oral Presentation)\>

Time allocated to your presentation:

✧ **Special Session (SS)**
20 min presentation (including Q&A)

✧ **Regular Session (RS)**
20 min presentation (including Q&A)

✧ **Tutorial Session (TS) & Workshop Session (WS)**
Please check with your session organizer for the length of your presentation, including Q&A.

Technical equipment available for oral presentations:

The Secretariat will prepare the following;

- Video Projector
- Front Projection Screen in 16:9 ratio
- Windows PC (OS: Windows10 pro)
  *You may use your own laptop PC if you want to use Macintosh PC. See the subsection (If you bring your own PC).
- Laser Pointer

● **Presentation Guideline**

1) PC presentation only (No OHP or film slides are accepted).

2) The official language of the congress is English. Please prepare your presentation PowerPoint slides or PDF slides in English and also make your presentation in English.

3) Acceptable application is Windows Microsoft PowerPoint 2016-2019, Adobe Acrobat Reader 2024.001.20615/64bit.

4) Video materials should be played on Windows Media Player. If you are using video materials, we recommend that you bring your laptop.

5) Please bring your presentation data on a USB flash memory to the timekeeper /operator's desk in front of the session room at least <u>30 min prior to the beginning</u> of your session or the day before.

6) You are able to check (test) your presentation data at the PC desk next to the registration desk. However, data creation and correction are not available.

7) Please make sure to be seated in the designated front seats "Next Speaker" at least <u>15 min prior to the start</u> of your presentation.

If you bring your own PC

1) The Secretariat will prepare a HDMI cable connector. If your PC is not compatible with this cable connector, please bring an appropriate adaptor to connect your PC to the HDMI cable connector.

2) Please bring your AC adapter with you.

3) Please bring your presentation data on a media (either on USB flash memory) as a backup file.

4) Screen saver, virus check, automatic windows updates and energy saving settings must be canceled in advance.

5) Please make sure that your presentation is fully operational before you start talking.
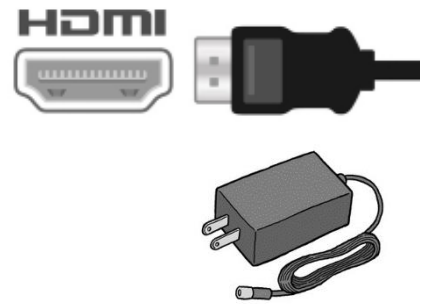
● **Presentation Data**

1) Please use standard fonts such as Arial, Century, Times New Roman, etc.

2) To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.

3) Your presentation data file should be named as <Presentation Number>-<Name> .ppt. (ex: "ThuAM2A.2-SmithWilson.ppt")

4) If your presentation data is linked to other files (i.e. still or moving images, graphs, etc.), those files should also be saved in the same folder, and the links should be checked beforehand.

● **Precautions**

✓ Please finish each presentation within the designated time. The allocated time for your presentation includes a discussion and changeover to the next speaker.

✓ Session Chairs will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion as well as adherence to the schedule.

✓ Please pick up your name card from the on-site registration desk before your presentation and make sure you wear it.

● **Inquiries**

EMC2024 symposium secretariat

c/o Linkage Okinawa, Inc.

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As of April 11 2024