

## **GUIDELINES**

### **All participants**

1. Please attend the entire symposium program, so that the last speakers will not be disappointed because of small audience. Symposium is to hear and exchange ideas.
2. Please do not smoke and talk in the room.
3. Please silent your mobile phones
4. Please do not take photograph and/ or video during the presentation.
5. Participants are welcome to choose parallel rooms and please ask only short questions.
6. Certificates will be given at the end of the symposium

### **Invited Speaker**

1. Presentation time is scheduled by the committee.
2. The room will be equipped with an LCD projector, and an official PC. The committee does not recommend the presenter to use a personal computer. Presentation file should be written in Microsoft Power Point.
3. The presentation file will be used only for the presentation and will not be used for other purposes. The committee will delete the file after the symposium.
4. Time for presentation is about 15 minutes. Discussion in parallel is about 10 minutes.

### **Oral Presenter**

1. Presentation time is scheduled by the committee.
2. All rooms will be equipped with an LCD projector, and an official PC. The committee does not recommend the presenter to use a personal computer. Presentation file should be written in Microsoft Power Point.
3. The presentation file will be used only for the presentation and will not be used for other purposes. The committee will delete the file after the symposium.
4. Time for presentation is about 10 minutes for each presenter. Discussion in parallel is about 10 minutes.
5. After the presentation, the presenter must complete a form signed by the organizer and chair person.
6. Certificate as oral presenter will be given to 1 presenter (the one who presented the talk) per presentation at the end of the symposium.

## **Poster Presentation**

1. All Posters should be on the boards with designated poster numbers from 08:00 to 17:00 on the assigned day.
2. The poster session will take place for 60 minutes, as scheduled.
3. The poster boards which are 119-cm high and 84-cm wide will be provided.
4. Paper Size is about A0 (84,1 cm x 118,8 cm or 33.11 × 46.81 inci) Potrait Orientation. In the poster listed title, name and institution name, including: Background / introduction / abstract, Objectives, Methods, and Results. Presenters could give the picture or graph to support the appearance of the poster, and it should be readable both in a distance of about 2 meters.
5. Presenters should be on stand up near their posters when the schedule time comes.
6. After the presentation, the presenter must complete a form signed by the organizer or the chair person.
7. Certificate as poster presenter will be given to 1 presenter (the one who presented the poster) per presentation at the end of the symposium.