

# Instructions for Speakers and Moderators

## Instructions for Oral Presentation

All speakers are requested to check in their presentation data 1 hour prior to their presentations. If your session is the first session of the day, please make sure that you submit your presentation data 30 min prior to the session starts, or submit it a day before.

## Presentation Time

Session	Presentation (min.)	Discussion (min.)	Total (min.)
Oral (Free Papers)	10	5	15

\*All speakers are to observe their presentation time.

### Data check-in desk :

● The areas will be open during the following hours :

June 4, Mon.	2012	07:30-18:00
June 5, Tue.	2012	07:30-18:00
June 6, Wed.	2012	07:30-18:00
June 7, Thu.	2012	07:30-11:30

● Speakers will use PowerPoint presentations. All presentations will be loaded onto a server (in the Speaker Ready Area) and distributed to the appropriate session room at the time via a LAN.

### Instruction for Oral Presenters

#### For PC Presenters

PC presentation is possible either by your own PC (Windows or Macintosh) or by submitting your presentation data (Windows only) at the Data registration desk. You are asked to operate your presentation by yourself at the podium.

### Preparation of Presentation Data :

#### Using the Secretariat's PC

- Presentation data accepted at the PC registration desk is copied to the secretariat's PC and made ready for presentation by transmitting it via LAN system. All the copied data is deleted on the secretariat's responsibility after the session.
- Those who prepared the presentation data on Macintosh are advised to bring your own computer for presentation.
- The secretariat only prepared Windows PC (OS is limited to Windows 7).
- The resolution of presentation slides is XVA (1024 x 768).
- All the presentation data must be backed up in media and brought to the session room to avoid any malfunction or damage of the submitted data.
- Bring your presentation on a Windows readable USB flash Drive or CD-ROM.
- Data in the media should be saved under the following rules;
  1. Your media only contains the presentation data for the conference.
  2. Your presentation data file is named as <session code> <name>. ppt (pptx).
  3. Application software is limited to PowerPoint only.
  4. Compatible PowerPoint versions are Windows Microsoft PowerPoint 2003 and later.
  5. Font types are limited to: MS Gothic, MS P Gothic, Arial, Arial Black, Century, Century Gothic, and Times New Roman.
  6. Movie data is limited to the format operable with the application of Windows Media Player, or Quick Time.
  7. If your presentation data is linked to other files (i.e. still and moving images, graphs, etc.), those linked files should also be saved in the same folder, and checked the operation beforehand.
  8. Those who bring your presentation in CD-Rom or USB memory stick, it is advised to check your presentation with PC other than the one you made your presentation slide in order to make sure that your presentation is openable with the PC that the secretariat prepares for the session.

#### Using your own PC

- If you are using your own PC, please make sure that your PC is equipped with OS of Windows (Windows 2003, 2007 or 2010 version) or Macintosh (MacOS 9.0 or later version). The application used for the presentation is PowerPoint only.
- Those whose presentation contains any movie files are advised to bring your own PC for presentation.
- Even if you are using your own PC for presentation, please bring your presentation data on media (either on CD-ROM or USB Memory Stick) for back up. All links should also be restored in the same back up file.
- Please bring your AC adaptor with you. (Note: Voltage in Japan 110V)
- The Secretariat prepares PC Cable Connector of MiniD-sub 15 pin. If your PC is not compatible with this cable connector, please bring an adaptor to connect your PC and the PC Cable Connector of MiniD-sub 15 pin.
- Please make sure to cancel the Screen Saver and Power Saving function before you bring your PC to the PC registration desk.
- No audio output is accepted.

- If you bring your own PC, please bring your PC to the operation desk in the session room after checking your data. You can retain your PC after your presentation from the Operation Desk.

**Users of Macintosh Computers :**

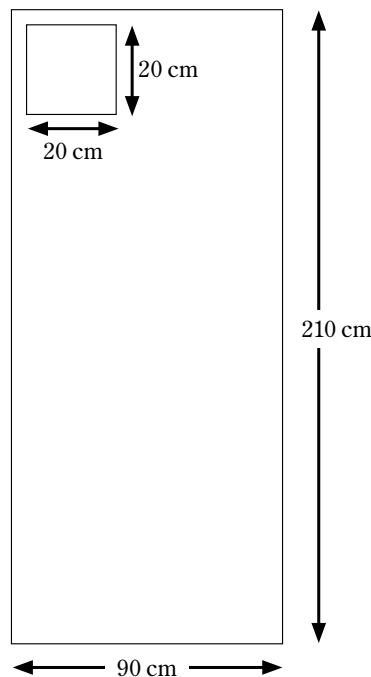
Those who prepared the presentation data on Macintosh are advised to bring your own computer for presentation.

**Instruction for Poster Presenters**

1. The secretariat prepares poster board, pins, and poster numbers.
2. There is designated mounting time, but you are asked to complete poster mounting by allotted time below. Your poster is requested to be posted during the conference.
3. Posters have to be brought to the conference and not mailed as the secretariat cannot be responsible for loss or mishandling.
4. Audio-visual equipment may not be used.
5. Poster left after the removal time will be removed by the secretariat, and they will not be kept after the conference.

Poster Mounting	June 4, Monday Morning
Open to Public	June 4, Monday Noon - June 7, Thursday Morning
Poster Removal	June 7, Thursday Afternoon

**Poster size :**



**Instructions for Moderators**

**Oral (Free Papers)**

All chairpersons are requested to come to the “Next chairpersons’ seat” (the front row on your right side) of the session room no later than 15 minutes prior to the beginning of your moderating session.

All moderators are asked to ensure that all sessions start on time and finish punctually as scheduled.

There is no call for moderators. Please make sure that you start and finish your session on time. Please remind the over-talkative presenters of their allocated time. The time-keeping equipment is prepared on the moderator’s desk and podium.

**Instructions for Cholesteatoma Prize Candidates**

Finalists have 10 min. presentation and 5 min. discussion at the final round for Politzer and JOS Prize session (Cholesteatoma Prize session), which is scheduled on June 6 Wednesday. Following the sessions the Jury will decide for the winners. Each winner will be announced and awarded during the Banquet on June 6, 2012.