

## **Guide for Poster and Oral Presentation**

### **POSTER PRESENTATIONS**

#### **Schedule**

Session is open from 9:00 to 12:00 am on 7<sup>th</sup> August 2011, at “Hybrid Space” in Obaku Plaza, Uji, Kyoto University. You are requested to set up during reception on 6<sup>th</sup> August or ~~8:00~~ 8:30-9:00 am on 7<sup>th</sup> August, and to remove by the end of day 8<sup>th</sup> August (8:30 pm).

#### **Poster Display Panels and Support Equipment/Configuration**

The Standard Poster Display is approximately (85 cm (W) x 120 cm (H) ). We will not supply any desk space for presentation.

#### **Mounting of Display Materials**

You can mount your poster on the panel allocated by number (see program). We supply pushpins or tape at the poster room.

#### **POSTER TIPS:**

Title, including author(s) and affiliation(s), should be at the top of the poster.

#### **Layout**

Avoid long textual passages and use graphs and diagrams as much as possible. Use a large font size for your text, 24-point. Arrange materials in columns rather than in rows to ensure easy viewing. Indicate the sequence of figures or graphs with numbers or letters at least 2 cm high.

#### **Graphs/Illustrations**

Figures should be designed to be viewed clearly from a distance (1 m). Use clear and visible graphics. Each figure or table should have a heading in large typeface. Detailed information should be provided in a legend below in smaller typeface. Figure legends should describe

concisely the content of the figure and the conclusions. Details of the methodology should be kept brief.

### **Presentation**

Practice a short description of your key findings. You may have copies of abstracts or handouts available for distribution. The presenting author is requested to be present during the core-time: 10:00-11:00 am for odd number presentation, and 11:00-12:00 am for even number presentation.

## **ORAL PRESENTATIONS**

### **Schedule**

Session is open from 13:30 – 17:30 on 7<sup>th</sup> August 2011 (Plenary: co-organized with 177<sup>th</sup> RISH symposium), at Room A , “KIHADA Hall“,, and from 9:00 – 17:40 on 8<sup>th</sup> August 2011 (general sessions), at Room A to C at Obaku Plaza, Uji, Campus Kyoto University.

### **Oral Presentation Format**

Please refer to the program for your session date and time. Each author has 20 minutes for their presentation. With approximately 15 minutes given for the presentation followed by 5 minutes for questions and answers.

### **Meeting Room Standard Equipment**

Each conference room is equipped one Windows PC computer. Software installed: Microsoft Windows XP, Microsoft Office 2003, Adobe Acrobat 7.x or higher. You may also use your own computer. Specially to Macintosh user, we kindly request to bring your own computer or check your power point file on PC at preview room near the front counter.

## Questions

All questions regarding audio/visual or computer support should be sent via e-mail to [wcsk2011@rish.kyoto-u.ac.jp](mailto:wcsk2011@rish.kyoto-u.ac.jp)

