

## **Instructions for GXI-ZES Oral Presenter**

1. Scheduled time is 20 min per one presenter in session. Please make sure to keep the time (Oral presentation 15 min + QandA 5 min). The language to be used is English.
  - A timekeeper is present in each session.
  - 2 min before the end of presentation; 1 bell rings.
  - Presentation end time; 2 bell rings.
  - QandA end time; 3 bell rings.
2. You can use either your own PC or the communal PC (laptop, Windows) equipped at each session room for presentation. All projector terminals in all venues are available with HDMI connections.
3. In case you use your own PC, please be sure to test and check the connections and presentation slides in advance about they will work properly at each session room. If you are using a terminal other than HDMI, you need to bring necessary adapters by yourself.
4. In case you use the communal PC, you are requested to bring the electronic file of the presentation with a USB flash/stick drive, and to put it on the communal PC before each session start. It is the presenter's responsibility to copy and check the presentation slides in advance. The electric file must be compatible with PPT or PDF on Microsoft Windows. If you have movie data, please put it in the same folder and/or insert into the slides. We guarantee to delete your file completely in our computer after the conference.
5. All presenters operate the PC by yourself, and can use a hand microphone and a laser pointer.