

AGGLOS10 ORGANIZING COMMITTEE

E-mail: agglos10@pharm.kobegakuin.ac.jp
 Web: <http://www.pharm.kobegakuin.ac.jp/~seizai/>

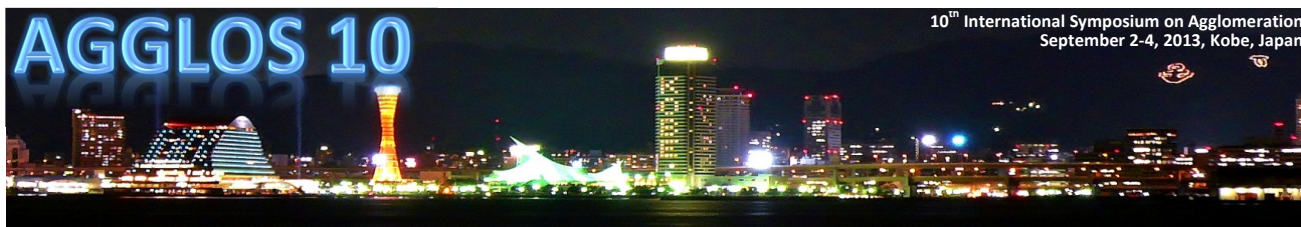
Instructions for Chairpersons and Speakers

For Oral Session Chairpersons

- On the session day, you are requested to visit the “chairperson and speaker’s reception” in front of the conference room up to 10 minutes before the beginning of the session you will chair.
- After the reception, please take a seat in the “next chairperson’s seat” in the conference room up to 5 minutes before the session starts.
- Chairpersons will preside over the sessions. Please be sure not to exceed the scheduled time.

For Podium Session Speakers

- Invited keynote talk
 The allocated time of the speech is 45 minutes, followed by 5-minute discussion.
- Podium presentation
 The allocated time of the speech is 15 minutes, followed by 5-minute discussion.
- Please save your PowerPoint data with embedded font in a USB memory device and deliver it to the registration desk. Windows is the only operating system available for the presentations. If you have prepared the presentation data on a Macintosh, you are advised to bring your own PC having display output interface with D-sub 15 pin. Please check if your PC has a D-sub 15 pin connector and if not please bring necessary equipment.
- For those wishing to show a movie, we recommend you to bring your own PC.
- Please submit your data to the registration desk, and check whether all the data are shown properly. If you do use your own PC, please check your presentation data at the registration desk and bring your PC to the operation desk in the conference room 30 minutes prior to the start of the session. Following the conclusion of your session, we will return your PC to you at the operation desk. Please come to the operation desk to take it.
- After data function conformation, please visit the “chairperson and speaker’s reception” in front of the conference room to 10 minutes before the session starts; please, take a seat in the “next speaker’s seat” in the conference room up to 5 minutes before the session.



For Poster Presenters

- Poster boards are 180 cm high × 90 cm wide for each presenter. The upper part of the board (approximately 15 cm high × 90 cm wide) will be used for labeling your poster title, affiliation, and authors' names, which should be prepared by presenters. Your poster can be no larger than A0 size (height 118.9 cm x width 84.09 cm) portrait format.
- Set up (Monday, September 2, 8:30 am to 11:00 am):
Please bring your poster with you on Monday morning no later than 11:00 am. Presenters are requested to mount their posters on the assigned board by the designated due time. The poster exhibit area will be near the conference room. You will be provided with poster board number indicating the board to hang your poster. Appropriate poster fixing material (push pins, etc.) will be provided.
- Poster exhibit times (Tuesday, September 3, 2:30 pm to 4:30 pm):
Presenters are requested to be in front of the poster panels no later than 5 minutes prior to the start of the session. In addition to the designated poster exhibit times, please refer to the symposium program for break times when you can expect the most traffic. You may also attend to your poster during the breaks so that people can ask you questions.
- Take down (Wednesday, September 4, –4:00 pm):
Please ensure your poster is removed by 4:00 pm on Wednesday. We are not responsible for any posters remaining after the symposium.

Note:

You may wish to bring photocopies of your poster or business cards to encourage participants to communicate with you about your research.