

AIC 2015 / MCS 2015 @ Tokyo Presentation Instructions

AIC 2015 Oral Sessions:

- **Language:** English
- **Each presentation is strictly limited to 15 minutes. Typically, plan for a 10-minute presentation and 5 minutes of Q&A.**
- Prepare a laptop for your presentation by yourself. We don't prepare any PCs for your presentation.
- Connect cable: VGA (DE-15 / D-sub 15) only. Please prepare a laptop with a VGA connector.
- Introduce yourself to the session chair before the start of your session.
- Check for the compatibility with our AV system using the projector during the break before your presentation. We will use a PC switching system for smooth session progress.
- Wait on the “next speaker seats” during your session.
- After your oral presentation, you will receive your presentation certificate from the session chair.

MCS 2015 Oral Sessions:

- **Language:** English
- **Each presentation is strictly limited to 20 minutes. Typically, plan for a 15-minute presentation and 5 minutes of Q&A.**
- Prepare a laptop for your presentation by yourself. We don't prepare any PCs for your presentation.
- Connect cable: VGA (DE-15 / D-sub 15) only. Please prepare a laptop with a VGA connector.
- Introduce yourself to the session chair before the start of your session.
- Check for the compatibility with our AV system using the projector during the break before your presentation. We will use a PC switching system for smooth session progress.
- Wait on the “next speaker seats” during your session.
- After your oral presentation, you will receive your presentation certificate from the session chair.

AIC 2015 / MCS 2015 Poster Sessions:

- **Language:** English (British or American spellings are permitted).
- **Poster size: Up to A0 size (841 mm width × 1189 mm height).**
- Each poster presentation is assigned to 20th May or 21st May. On the day of your poster session, you should set up your poster by 9:00 am, leave your poster until 17:30 pm, and remove your poster by 18:00 pm. If your poster is attached after 18:00 pm of the day, we will remove your poster without your approval.
- We provide a poster board and pins for attaching your poster. We don't provide any tables and electrical sources for the poster sessions.
- There will be two poster rooms. Poster boards will be numbered. Please check the poster rooms in the morning of your presentation day.
- A presenting author should be available in front of your poster for the entire duration of the poster session.
- After your poster session, you can receive your presentation certificate at the reception desk.

Contact:

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