

## **Presentation Guideline**

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### **Oral Presentation:**

- Each oral presentation consists of 20 min of presentation followed by 5 min of discussion.
- Each conference room will be equipped with a laptop PC, a screen and a projector. Internet connection will not be available in conference rooms.
- PCs will be equipped with Microsoft Windows 7 and PowerPoint 2010. Fonts installed in laptops are only standard ones.
- Please bring your presentation file in a USB memory before your session starts. Please do not bring your presentation on a laptop as switching computers between presentations unduly delays processing.
- Send short CV for introducing yourself to Symposium Secretariat Office (asiasympo2014@env.t.u-tokyo.ac.jp) by 24 Nov.

### **Poster presentations:**

- The size of poster board is 100cm width and 240cm height with stands. Please prepare your poster within A0 size.
- Allocate the top of the poster for the title, authors, and their affiliations as stated on the submitted paper. The text, illustrations, and so on should be bold enough to be read from a distance of two meters.
- Pushpins and stickers will be provided for mounting posters.
- Please put the poster by noon on 27 Nov and remove it by noon on 28 Nov.