



# XXth REGIONAL CONGRESS, ASIA

NAGOYA CONGRESS CENTER, NAGOYA, JAPAN NOVEMBER 14 – 18, 2009

## INSTRUCTIONS FOR ORAL PRESENTATIONS

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During the XXth Regional Congress of the ISBT, Asia, to be held in the Nagoya Congress Center in Nagoya, November 14 - 18, 2009, the **Speaker Ready Room can be found in Room 131+132**. From this room all presentations will be distributed to the different meeting rooms.

**Please note: Only PowerPoint presentations made in Microsoft Office XP or earlier versions will be accepted.**

Use embedded pictures and animations only; picture and animation links to the Internet or to other files will not be accessible. The overall size of your presentation should not exceed 40 Mb.

1. When preparing your PowerPoint presentation, please use Microsoft. Most PowerPoint presentations will be made in a resolution of 1024 x 768 pixels. All video/data projectors (beamers) at the Congress can visualize these resolutions without a problem. Use standard Windows fonts only, .24 font size can be read easily. Accepted picture file formats: .JPG, .GIF, .TIFF, .BMP, .HTML. Accepted audio formats: MPEG2 standard resolutions, QuickTime 6 or earlier version, Real player 5 or earlier version.
2. To ensure that the presentations are well prepared, we strongly advice you to bring your presentation to the Speaker Ready Room on CD-Rom or USB stick and check the presentation with the preview technical staff at least **3 hours before your presentation is scheduled**. You may also bring your laptop for copying your presentation to the main computer, which will be used for sending the presentations to the different meeting rooms. The use of your own laptop during your presentation is NOT possible.
3. Single-, double slide and overhead projections will NOT be offered during the XXth Regional Congress of the ISBT, Asia.
4. In order for session chairperson's to prepare their sessions we kindly request you to send us your c.v. on one A4 page before **October 1, 2009**. We will send your c.v. to the chairpersons of your session.

### Concluding:

- Only PowerPoint Presentations made in Microsoft Office XP or earlier versions
- No single-, double slide and overhead projections
- No use of your own laptop during your presentation
- Come at least 3 hours before presentation time to the Speaker Ready Room if:
  - *your presentation is not yet copied on the main system*
  - *you want to check your presentation*
- **October 1, 2009: deadline cv**
- Do not forget to register for the XXth Regional Congress of the ISBT, Asia ([www.isbt-web.org/nagoya](http://www.isbt-web.org/nagoya))