



**The 25<sup>th</sup> International Carbohydrate Symposium ( ICS2010 )**  
*Secretariat: c/o Bilingual Group Ltd.*  
*3F, 3-3-6, Kudan Minami, Chiyoda-ku, Tokyo 102-0074, Japan*  
*Phone +81-3-3263-1261 Fax +81-3-3263-1264*  
*E-mail ics2010@bilingualgroup.co.jp*  
*http://www.bilingualgroup.co.jp/ics2010/*

## **Guidelines for Oral Presenters**

The official language of the symposium will be English, and no simultaneous interpretation will be provided. Presentations using a slide or an overhead projector will not be accepted. Either your personal laptop (preferable) or an external storage media will be required (please check details below).

## **Checking Your Presentation**

Please bring your personal laptop and/or an external storage media to the Operator Desk, 2F **Room# 203** during the times given below and complete checking at least **40 minutes** before the session in which your talk is scheduled starts, to ensure your computer or an external storage media operates correctly.

Aug 1 (Day 1):	13:00–17:00	Aug 4 (Day 4):	8:00–12:00
Aug 2, 3 & 5 (Day 2, 3 & 5):	8:00–17:00	Aug 6 (Day 6):	8:00–10:30

## **Reporting to the Session Chair**

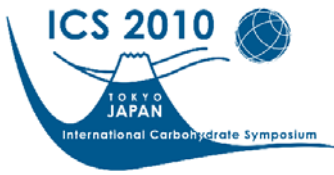
All speakers are to report to their session chair **30 minutes before the start of the session** in which their talk is scheduled, as follows:

- Morning sessions (before coffee break): report to the session room at 8:30
- Morning sessions Day 2 (after coffee break): report to the session room at 10:00
- Morning sessions Day 3–6 (after coffee break): report to the session room at 10:30
- Afternoon sessions (after lunch): report to the session room at 13:45
- Afternoon sessions (after coffee break): report to the session room at 15:45

The PC operator will be available to receive your laptop or presentation file on your external storage media **30 minutes before the session begins**. The PC operator or session chair will ensure that your presentation is on-screen when your talk is scheduled to begin.

## **Timing**

Presentation slots are 45 minutes each for plenary lecturers; 30 minutes for invited talks and 15 minutes for contributed talks. Each invited talk must include the 5 minutes discussion from the audience. For contributed talks, three minutes for discussion must be included in each slot. Please keep your presentation within the allocated time slot. To support time-keeping, the session chair will give an indirect sign about 3 minutes in advance. The sign may be explained to you by the session chair prior to start of your session.



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### **Presentation Using Your Personal Laptop (preferable)**

- Please **turn off the screen saver and power saving functions** beforehand to avoid any trouble during the presentation.
- Please fully charge the battery of your computer beforehand to avoid any trouble during the presentation.
- Please bring your **AC power cable** with a suitable **electric plug or adapter** along with your laptop. Only JIS C 8303, Class II (Japanese 15 A/100 V) power outlets are available. Type A (American 2-pin) should be able to fit to Japanese outlets.
- Please bring the appropriate connectors and conversion cables if your computer requires connectors other than D-SUB15. Some models such as Apple iBook G4 and PowerBook G4 may require conversion connectors for screen output.
- After your presentation, the PC operator will return your computer to you.**
- For an emergency, please also bring a back-up of your presentation file with you as specified in "**Presentation Using External Storage Media**".

### **Presentation Using External Storage Media**

- Only Windows computers will be provided at the venue.
- Only presentations made using **Windows Power Point version 2003/2007/2010** will be accepted.
- Only **USB Memory Sticks** or **CD-ROMs** will be accepted. Please note that MO and other external storage media cannot be accepted.
- If movie files or other special multi-media files are inserted into your presentation material, your personal laptop (as specified in "**Presentation Using Your Personal Laptop**") will be required. Voice cannot be accepted.
- A monitor, a keyboard and a mouse will be available for your presentation.
- All presentation data will be deleted responsibly immediately after the congress.**

### **Equipment**

All conference rooms will be equipped with the following:

1 screen	1 laser pointer	1 wireless mouse
1 laptop computer (PC) with CD-Rom	1 LCD projector	
1 wireless microphone	1 podium microphone	

**For speaker/presenter queries please visit the Secretariat Office, Room 202, located on the second floor.**