1. SPEAKERS IN SYMPOSIA/Orals

We would provide Windows 7 (English version) installed PCs equipped in each room (from which any file except those preinstalled is automatically deleted during the shutdown).

The PDF should be the most compatible format for presentation files, but PPT/PPTX would be acceptable. Please name the presentation file after your presentation ID (e.g., s07-02K.pdf). Check your presentation ID and the room here (coming soon).

Please bring your presentation file in a removable storage device (USB-connecting devices are recommended), and copy it in the equipped PC in each room **on the day of your talk**. Please make sure on your own responsibility that your file runs properly **before your session (not your talk) starts**. You can check your presentation using the equipped PC in each room at:

Morning (19 Aug – 24 Aug): **0930h – 0955h** (during coffee break)

Afternoon (19 Aug – 23 Aug): **1530h – 1555h** (during core poster time)

Afternoon (24 Aug): **1400h – 1425h** (during coffee break)

Please be sure that the presentation file is not infected by **viruses**. If infected, copying of the file onto the hardware might be rejected by the security system. If you need help checking of viral infection, please ask any staff at the reception or the local committee office until the day before your talk.

We would accept presentation files sent by email prior to your travel. We will store these files in our server so that you can access them from the equipped PC in your presentation room. Please send us your presentation file to:

ioc26.tokyo+sympo@gmail.com (symposia)

ioc26.tokyo+oral@gmail.com (orals)

if you would like **(deadline: 17 Aug)**. Please check your file running properly by yourself before your session starts.

Though not recommended, you are also allowed to have your presentation played on your own device (laptops, tablets, smartphones, etc.). However, please be sure to bring a **proper connector** (we have no connector to lease, so bring it by your own responsibility as only VGA d-sub 15pins (+ 3.5mm audio input) are available. Otherwise, you can buy one in an electronic store <10 min by walk from the conference venue). We would not recommend using private devices, particularly those running on Windows 8, as we could not guarantee whether a proper connection is available in each room. Please check your file running properly by yourself before your session starts. We have no OHP device.

2. SPEAKERS IN ROUND TABLE DISCUSSIONS/VOLUNTARY MEETINGS

You can use the installed PCs or any device of your own (laptops, tablets, smartphones, etc.) **with a proper connector of your own** as we have no connector to lease. We could not guarantee connectors other than VGA (d-sub 15pin + 3.5mm audio input). Please make sure whether your presentation file runs properly prior to the RTD session. We have no OHP device.

3. Plenary Speakers

The guideline for plenary speakers is the same for [2] (Speakers in RTD/voluntary meetings). But, if you would like to use the equipped PC, please bring your presentation file (PDF/PPT/PPTX) to the reception or the local committee office **until the day before your plenary**. Submission by email would also be acceptable; please send your file to ioc26.tokyo+plenary@gmail.com. If you would like to check whether your file runs properly, please ask any staff at the reception or the local committee office. Because of the limitation of time before morning plenaries, we would recommend you to finish it on the day before.

4. Poster Presenters

Posters can be put up from Monday 18th (12am) onwards, and have to be taken down at the latest on Sunday 24th at 18pm.

All posters will be visible through the entire conference.

However, authors are asked to be present near their poster in one of the three afternoon sessions.

Note that there will be an additional special evening poster session with Japanese treats on the evening of Thursday 21st, when all poster presenters are invited to be present.

Poster boards are 90cm wide and 210cm high.

Materials for attachment will be provided in the poster rooms.