Neuro 2013

Information for Chairpersons

- ●Chairpersons are requested to arrive at their designated room at least 15 minutes prior to the session that he/she is scheduled to chair and take a seat in the front row to the right of the stage specially reserved for the next session's chairpersons.
- ●Please adhere strictly to the timetable for presentations and Q&A sessions to ensure the smooth running of the Meeting.

Information for Symposium and Oral Session Presenters

- ●Presenters should arrive at the designated room at least 15 minutes prior to his/her presentation time and take a seat in the front row to the left of the stage specially reserved for the next speaker.

■ Languages for Presentations

- ●Plenary Session: English
- ●Symposia: English (With the exception of some symposia as listed below, we are strongly encouraging presentations to be conducted in English from the standpoint of the internationalization of the Meeting.)
  [Symposia to be conducted in Japanese]
  - ・S2-5-1 (Partially in Japanese) "Filling the Missing Links Between Sensory and Motor Processing -Viewpoints from Microcircuit to BMI-"
  - ・S1-3-2 (in Japanese) "The Japanese Society for Neurochemistry Board Members' Planning Symposium"
  - ・S2-5-3 (in Japanese) "Integrated Symposium of Basic and Clinical Neurosciences" (Future Planning Committee of the Japan Neuroscience Society, Clinical Cooperative Working Group Joint Planning)
- ●General Oral Presentations: English
  ※Q&A sessions during both symposia and general oral presentations should be held in English, in principle. Organizers/chairpersons are requested to support a speaker if he/she only speaks Japanese. (We are strongly encouraging presentations to be conducted in English from the standpoint of the internationalization of the Meeting)
- ●Educational Lectures: In Japanese (excluding EL-1)
  - -EL-1 "Communicating Science in the Digital Age" (in English)   11:45-12:35, June 20, Room 3 (Annex 2)
  - -Educational Lectures for clinical doctors (in Japanese)   9:00-14:00, June 23, Room 2 (Annex 2)

■ Presentation Time

- ●Please follow the chairperson's directions during symposia.
- ●The time allowed for the slide presentation of general oral presentations is 10 minutes with 5 minutes for Q&A.

■ Presentation Mode

- ●Presentations at the Meeting are restricted to computer presentations. Please use your own laptop computer.
- ●Please use a computer installed with Windows 7, Windows XP, Windows Vista, or Macintosh OS X or a more recent version software should include: Power Point 2003 or a more recent version. The computer should also be fitted with an external monitor output terminal.
- ●If you are using a Sony VAIO, Macintosh, or other type of computer with a special-format monitor output terminal, please bring a D-sub15 pin conversion adaptor with you. Some types of computers such as the SONY VAIO Notebook C1/SR/GT/U, Apple PB G4 and Mac Book Pro require a monitor output conversion connector.
- ●Please be sure to bring an AC adaptor to the presentation venue in case your computer runs out of battery.
- ●Please adjust your computer's settings so it does not revert to screensaver or energy-saving mode during your presentation.
- ●If your presentation data includes links to still images, moving images, graphs, or similar data, please be sure to save these files and check they operate properly in advance.
- ●Audio devices cannot be used during presentations. Should you require access to audio, please contact the Secretariat in advance.

Connection cable
(showing the computer connection end)
Insert a picture of a D-sub 15 pin connector.

■ Presentation Procedure

- ●Please bring your computer to the PC Preview Center (Room H) at least 60 minutes before your presentation to check the computer's operation and output.
- ●Please hand your own laptop to the Computer Operator Desk (on the left-hand side as you enter the presentation room) at least 30 minutes before your presentation.
- ●During your presentation, you can operate your computer yourself by using the monitor and remote mouse provided on the stage.
- ●There is a timer on the stage. You are requested to finish your presentation within the allotted time.
  Meaning of Colors Displayed on the Timer: ・Green light: During the presentation
  ・Orange light: One minute left to finish
  ・Flashing red light: Finish
- ● After your presentation, please reclaim your computer from the Computer Operator Desk.