

Information for speakers

- (1) Please put your presentation slides, either PDF or PowerPoint files, in USB memory and bring it to the room. Please install your slide files to the computer prepared in the room, prior to the start of your session. Please do not use your own computer.

We prepare the following PC with software in each session room:

WINDOWS: Windows 8.1 Professional 64bit

PDF: Adobe Reader DC

POWER POINT: Microsoft Office Professional 2013

- (2) Contributed sessions:
 - (i) Each presenter has 30 minutes.
 - (ii) Last presenter is requested to chair the session. Please do time keeping so that each presentation ends by 30 minutes.
 - (iii) A pointer and microphone will be prepared in each session room.
- (3) Invited sessions:
 - (i) Each speaker has 45 minutes.
 - (ii) A pointer and microphone will be prepared in each session room.

General Information

- (1) Internet connection in Hitotsubashi Hall is eduroam only. Please make yourself ready to connect to eduroam.
- (2) You can pre-register on 12 December from 17:00 to 19:00 at Hitotsubashi Hall. Then, please join us for Pre-Conference drinks held at Josui Hall (Josui Kaikan Building) next to Hitotsubashi Hall.
- (3) Refreshments and lunch will be served on each day, and conference dinner will be served in the evening of the first day (13 December) in Josui Hall (Josui Kaikan Building). For details, please refer to the program booklet, which will be given to you upon registration.
- (4) Please wear the conference name tag when you participate in any conference events including pre-conference drinks, conference dinner, lunch and refreshments.