



26 September, 2017

INSTRUCTION FOR PRESENTATION

Greeting from CATS-2017 Fukuoka

The organizer of the CATS-2017 in Fukuoka would like to express our sincere appreciation for your presentation as one of our distinguished contributions at the conference. In order to help your participation and presentation go more smoothly, we would like to provide you with some useful information as follows.

1. Scientific Program

All presentations must be in English including Q&A. The tentative scientific program is now available at the conference web page:

<http://gakkaicom.sakura.ne.jp/cats2017-53netsu/cats2017/index.html>

As you see, the proposed presentations count more than 100 for practically 1.5 days scientific sessions. For assigning all the proposed presentations in an effective way into our scientific program, we requested some changes of the session for some presentations. Please find your presentation style, oral or poster, and the assigned session. If you find any inconveniences for your presentation, please contact us via e-mail at cats2017@fukuoka-u.ac.jp.

2. Guideline for Oral Presentation

(1) Presentation time: The following presentation times are allotted for respective presentation categories including Q&A time. Please prepare your presentation considering necessary Q&A time.

Plenary Lecture: 40 min
Keynote Lecture: 25 min
Regular Presentation: 15 min

- “Reserved Seats” will be prepared for speakers in the front law of the session room. Please come to the session room 10 min before your session begins.
- Overruns will not be allowed as they penalize other speakers. Chairpersons may give instruction to finish a presentation within the allotted presentation time.

(2) Presentation Materials:

- Speakers should prepare their presentation file(s) in MS PowerPoint. The file name should be began with your presentation number, for example “1A1040_XXX.pptx”. At each session room, Windows laptop PC (OS: Windows 10, Presentation software: PowerPoint 2016) will be configured for your presentation.
- File Upload: Please bring your presentation file(s) being stored in your USB memory stick. You should upload your presentation file preliminary to your session at the file upload station located beside the registration desk. The file upload time is followings:

For Presentations on 3 Nov. (Friday)
2 Nov. (Thursday) 17:00 ~ 20:00
3 Nov. (Friday) 8:30 ~ 10:20
For Presentations on 4 Nov. (Saturday)
2 Nov. (Thursday) 16:30 ~ 20:00
3 Nov. (Friday) 13:30 ~ 15:30

Conference staff brings your uploaded presentation file(s) to the session room and upload to the presentation PC before your session. .

- Only when you will be necessary to use your own PC by the reasons for special software being used in your presentation including video clip, analytical software and so on, chairpersons allow you to use your PC. The following connectors to the projector are available on the presentation desk at each session room: HDMI and VGA (mini D-sub 15 pin). You should bring other necessary connecting accessories by yourself. In addition, you should inform the use of your own PC to the file upload station within the time listed above.
- It is strongly recommended to preview your presentation at the session room during the break immediately before your session.

3. Guideline for Poster Presentation

- (1) Poster Size: Poster board allows maximum A0 size (vertically long). The detailed poster board size has been illustrated in the conference web page:
<http://gakkaicom.sakura.ne.jp/cats2017-53netsu/cats2017/author.html>
- (2) Poster Posting: All the poster should be posted on the suggested board with your poster number before beginning the poster session until 3 Nov. (Friday) 13:30.
Due time for discussion: The presenter should be stood in front of the poster during the due time for discussion.

Odd No. Poster: 3 Nov. (Friday) 13:30 ~ 14:30
Even No. Poster: 3 Nov. (Saturday) 14:30 ~ 15:30
- (3) Poster Removal: Please remove your poster after the poster session was completed and until 3. Nov. (Friday) 18:00. The poster left after the due time will be removed by the conference staff and kept at the registration desk.

Thank you very much for your corporation.

We are very looking forward to meeting all of you in Fukuoka soon.