# Information for Session Chairpersons

The chairpersons are requested to be the venue by **15 minutes before** your session begins and to make your presence known to the floor coordinator.

Please respect punctuality for the time allocated for presentations and questions/answers in order to ensure the smooth progression of the conference.

# Information for Speakers in Symposium, Workshops and Oral Sessions

## Language

Symposium：English

Workshops and Regular Oral Sessions：English (strongly recommended) or Japanese

The discussion at the symposium, workshops or general oral sessions can be made either by English or Japanese.

## Presentation time

For symposium and workshops
　Please follow the chairperson's instructions

For general oral presentation
　**10 minutes** are allocated for presentation and **5 minutes** for discussion. (Please follow the chairperson's instructions.)

## Other details for Presentation

- Presentations must be done **with your own PC**.
- The OS should be Windows 2000, or Mac OS 8.5 or upper graded respectively. Your PC must have external monitor output terminal.
- If the shape of your PC's external monitor output terminal is special like the one of SONY VAIO, Mac, etc., please bring your own adaptor for connecting to a D-sub15 pin.
- Please prepare your own AC adapter and power cable at the venue for the battery running out.
- Please cancel screen-saver and sleep/power-saving settings of your PC monitor beforehand.
- Please visit **Computer Center (2F in Hall C) at least 45 minutes prior** to your session to check your presentation on the PC.
- Please hold out your own PC to the **PC operator desk located in the left corner of the conference hall by 15 minutes before** your presentation.
- Speakers are requested to operate themselves the PC at the presentation by using remote mouse and monitor at the speaker's podium.
- A time indicator will be available at the speaker's podium. Thus, kindly finish your presentation within your allocated time to ensure the smooth progression of the conference.
- If your presentation data contains stills, movies, graphs etc., please be sure to save them and confirm beforehand that they will play correctly.
- We will not prepare the loudspeaker. So, please contact the secretariat in advance should you need.

〈D-sub15 pin〉

# For Color Barrier-free Presentation

More than 5% of males are color blind and have difficulty differentiating colors. Please take the following points into consideration when preparing your presentation documents. We appreciate your understanding and cooperation on this point.

1. Display images of double staining or DNA chips is green and magenta rather than in green and red.

2. For triple or more staining, show not only the overall montage, but also important two-channel combinations in green and magenta. (Alternatively, display a separate image for each channel.)

3. Colorblind participants find it extremely difficult to match the colors in two separate locations in graphs or explanatory figures. Rather than indicating the meaning of the different colors in a separate legend, include them directly in the figures. Alternatively, distinguish them by using different types of line, forms symbol, hatching, or other means rather than color.

4. As red does not appear as a bright, vivid color, do not use red lines against a dark background. Fine blue writing is also extremely difficult to read regardless of colorblindness.

   Use white, yellow, or orange wherever possible.

   See http://www.nig.ac.jp/color/ for more detailed information.