

Instructions for Presentation in ITS2010Tokyo

In principle, four or five presentations are to be included in one session. The time allocated to each session is 90 minutes except for the final sessions in the afternoon on June 28 and 29 which will be extended to 120 minutes.

Each presenter can use up to 15 minutes for his/her presentation, which will be followed by a few minutes for questions and answers. Total time allocated to one presentation will be from 18 to 24 minutes on average, depending on the number of presentations and the length of the session.

Each presentation room is equipped with a PC and a projector. Microsoft PowerPoint is available. All presenters in the session are requested to save their presentation files in the PC before the session starts. Bring your PowerPoint presentation file in a USB flash memory. A staff member will help you.

Please note that the PowerPoint software installed in the PC is not necessarily the latest version. Keep in mind compatibility with older versions of PowerPoint when you prepare presentation slides.

The schedule is very tight. Your cooperation for ensuring strict time management is very much appreciated.

Further instruction for your presentation, if any, will be posted on the Conference website: <http://www.its2010tokyo.com/index.html>

Thank you for your cooperation and enjoy your presentation!

Hitoshi Mitomo
Conference Co-Chair