

Guidelines for Oral Presentations

JSFS International Symposium Secretariat

1. General information

These guidelines are intended to assist authors in preparing oral presentations for the 85th Anniversary-Commemorative International Symposium “Fisheries Science for Future Generations” to be held on September 22-24, 2017 in Tokyo, Japan. English is the official language of the symposium and simultaneous translation services will not be available. Therefore, English should be used throughout your presentation.

2. Program and Duration of Presentations

The program of presentations is now available online. Please confirm the date, time, and conference room of your presentation at the symposium website

(https://pdfwww.gakkai-web.net/gakkai/jsfs/sympo/_img/technical_program/jsfs_program0828.pdf)

Note that the time slot for each presentation shown in the program includes the time for Q & A so please make sure to leave about 20% of the allotted time for Q & A at the end of your presentation.

3. Presentation File Specifications

Presenters must use a conference personal computer (PC) provided by the organization of the symposium **so you will not be allowed to use your own PC for presentation**. This is to avoid time loss when exchanging PCs. The preferred file format for oral presentation in the symposium will be Microsoft PowerPoint file will be also supported. Presentation files in any other format than PowerPoint will not be accepted. Presentation devices such as VHS videocassette recorder, overhead projector, or carousel slide projector will not be available. **All authors are requested to name their presentation file with the program number of their presentation as indicated in the conference program and upload the file to the conference PC in each conference room before the beginning of the session of their presentation (see schedule below)**. Presentation files can be uploaded from 8:00AM to 6:00PM. Secretariat staff will help uploading files and also will delete all presentation files at the end of each session to prevent their misuse. If you have any questions or need help, please contact the staff of your conference room.

Schedule (deadline) for upload of presentation files to the conference PC in each conference room

Presentation on Date	Deadline of file upload
Day1 (Friday, September 22) AM.....	9:00AM, September 22
Day1 (Friday, September 22) PM.....	1:00PM, September 22
Day2 (Saturday, September 23) AM.....	9:00AM, September 23
Day2 (Saturday, September 23) PM.....	1:00PM, September 23
Day3 (Sunday, September 24) AM.....	9:00AM, September 24
Day3 (Sunday, September 24) PM	1:00PM, September 24

4. Computer Specifications

Computers provided by the organization of the symposium will run only the Microsoft Windows 7 operating system with PowerPoint 2016 (Microsoft Office 2016). Please bring your file on a computer readable medium such as USB flash memory or DVD-ROM.

5. Speaker Preview Room

The Speaker Preview Room is located in the building of reception desk (First floor, Rakusui Hall). The PCs with same specification as that equipped in each conference room are prepared. Authors may test-run their presentation before uploading the file to the conference PCs. The Speakers Preview Room will be open from 8:00AM to 5:00PM daily during the symposium.