

SPEAKER INFORMATION

APSS 2009

Asia Pacific Symposium on Safety

Organized by Japan Society for Safety Engineering

20-23 October, 2009, Osaka, Japan

General Information

Thank you very much for participating as a speaker in APSS2009. We deeply appreciate you taking time out of busy schedule to help make the symposium successful.

Please read following instruction carefully. Note your presentation time will not be extended even in case of any trouble happens.

Oral Presentations

All presentations in the conference will be presented in English by oral. Time allocated for a presentation is 15 minutes, and 5 minutes for discussions. Speakers are requested to finish the presentation within the given time. A laser spot indicator is available.

Timekeeper

1st bell (12 minutes)

2nd bell (15 minutes) End of a presentation.

3rd bell (20 minutes) End of discussions.

Presentation Devices

- For your presentation, you can use 1) your laptop computer or 2) a computer prepared at the conference room (you are expected to have already informed us by mail which method you would use.) An overhead projector is not prepared.
- Please sign in at the reception desk at least 30 minutes before your session. At that time, **please confirm your presentation method is correctly arranged.**

Your laptop computer

Speakers who will present with their own computers are strongly recommended checking your PC beforehand so that the file is viewed properly with the projector. Please come to check connection in the morning before session starts, or during lunch and coffee break.

Please note your presentation time will not be extended even in case of any trouble happens on your computer or connecting devices.

- Connection cables are available if you use a windows laptop computer. The connector is D-Sub15 (VGA connector). Macintosh users are requested to prepare an adaptor on their

own.

- Your PC must be powered on beforehand. Connect your computer with a cable just before your presentation. Time for setting is included in the presentation time.
- We recommend preparing a copy file in USB memory for trouble.

A computer prepared at the conference room

Please prepare the presentation materials in Microsoft PowerPoint 97-2003 (A file extension “ppt”).

- A file with an extension “pptx” might not perform correctly.
- Bring your file in USB memory or CD-R.
- Floppy and MO are not accepted.
- The operation of the file that was made using a computer which has encrypted soft installed is strongly recommended checking with another computer.
- We recommend preparing extra copies of the presentation file for trouble.
- Copy your presentation file to the computer before your session starts.

The Proceedings

A hard copy of the Proceedings will be distributed upon sign in at the reception desk. Also, the Proceedings will be available online (color and revised version) on October 20th in APSS2009 Home Page (<http://www.apss2009.org/>).

We look forward to meeting you soon.

Contacts

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