OECC/PSC 2025
Instruction for Oral Speakers

All speakers are required to register for participation in OECC/PSC 2025.
Please pick up your name tag at **REGISTRATION DESK** on the first day of your attendance.

All speakers are requested to check if external output is available at the PC preview desk (Poster/Exhibition room) before your presentation. Also please connect your laptop to the projector cable on the podium in the session room and check your slides and movies projected on the screen during a lunch break or a coffee break before your session. Please be seated at the "Next Speaker's Seat" at least 10 minutes prior to the start of your session.

Equipment

Please use your own laptop for the presentation.
If you are unable to use your own laptop, please bring a copy of your presentation data stored on a USB drive and use the backup laptop provided at the operator's desk. (Refer to the "OS and Applications of backup laptop".)
* If your presentation data was created on a Mac, you are required to bring your own laptop and an appropriate connection cable.

OS and Applications of backup laptop
 OS: Windows 10 (Japanese Ver.)
 Applications: PowerPoint only (Version: Microsoft 365)
 Movies: Windows Media Player (Sound function will not be available.)
 Fonts: Windows standard fonts (Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New, and Georgia) Please note that using any other font may cause letters to become unreadable.

Notes
1) The screen aspect ratio is 16:9.
2) Please save all your presentation data on your desktop in advance.
 Save all data linked to your presentation data in the same folder on your desktop.
3) Turn off any sleep functions and screen savers.
4) Please bring all necessary connection cables for your own laptop. The projector input supports HDMI.
5) Please bring your own power adapter and transformer if necessary.
6) Please bring backup data to the conference site.
7) To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.

PC Preview Desk

All speakers are requested to check all the presentation materials/data at the PC preview desk (Poster / Exhibition room) before your session.

Location: Poster / Exhibition room (Main Hall, 1F)
PC Preview Desk Open Hours:
Date & Time: June 29 (Sun.)   13:00 - 17:00
                 June 30 (Mon.)   8:30 - 17:00
                 July 1 (Tue.)   8:30 - 17:00
                 July 2 (Wed.)   8:30 - 17:00
                 July 3 (Thu.)   8:30 - 14:00

Session Rooms

1F: Room A (Conference Hall), Room B (Mid-sized Hall 1), Room C (Mid-sized Hall 2),
     Room D (107+108)
2F: Room E (Small Hall), Room F (204), Room G (206), Room H (207)

Presentation Time

	Presentation	Discussion	TOTAL
Plenary	40 min.		40 min.
Tutorial	60 min.		60 min.
Invited Paper	25 min.	5 min.	30 min.
Oral Presentation	12 min.	3 min.	15 min.
Post-Deadline	TBA in the acceptance notice (email and website)		

*Time allocation for Workshops will be informed from the organizer to each speaker separately.

Caution (Timer)

Remaining time will be indicated by the timer and a signal lamp.
Please check the details at the podium.

Oral Session Procedures

The session rooms are equipped with the following items for presentations.
- •Projector
- •Podium with a microphone and desk light, and laser pointer
- •Backup laptop for speakers who bring only their presentation data

1) Please follow the session presider's instructions.
2) Be seated at the "Next Speaker's Seat" (located in the first row of the room) at least 10 minutes prior to the start of your session.
3) <If you use your own laptop> Please connect your laptop to the projector and begin your presentation.

<If you use a backup laptop> Please go to "Operator's Desk" beside of the podium in the session room during a lunch break or a coffee break before your session.

Copy and save your presentation data to the desktop of the backup laptop. After your presentation, delete your presentation data from the backup laptop.

4) Please be punctual and adhere to your allotted presentation time.