Information for Speakers

【Oral Presenters】

Information for Chairpersons ────────────────

Please be seated in the Chairperson's seats located at the front right of your session room at least 15 minutes prior to your session starts.

Information for Presenters ────────────────

Please come to the PC Center at least 1 hour prior to your presentation to check your data. As for the speakers of the sessions that start at 9:00 a.m., please come to the PC Center by 8:30. PC Center is located at Room H on the 1st floor.

Opening Hours:

Saturday, Oct.15	9:00-18:00
Sunday, Oct.16	7:30-17:00
Monday, Oct. 17	8:00-18:00
Tuesday, Oct. 18	8:30-12:00
Wednesday, Oct. 19	8:30-18:00
Thursday, Oct. 20	8:30-15:00

Presentation Guidelines ────────────────

1) Please prepare your data in Microsoft PowerPoint（Windows PowerPoint2003/2007/2010）and please preview your presentation data at the PC Center at least 1 hour prior to your presentation. As for the speakers of the sessions that start in the morning, we recommend to come to the PC Center by the day before.
2) Remote presentation system is equipped in the each session room. You have a TFT monitor, mouse and USB keyboard on the podium to operate your presentation.
3) Audio playback is not possible.

If you use the Secretariat's PC ────────────────

1) Only USB flash memories and CD-R are accepted. MOs, floppy disks, and CD-RWs cannot be accepted.
2) Windows (Windows XP) is the only operating system available for the presentations. (If you have prepared the presentation data on a Macintosh, you are advised to bring your own computer.).
3) Only Windows Media Player can be used to playback movie files.
4) Your media should contain only the presentation data for the Congress.
5) Your presentation data file should be named as
   <Session Number> <Name> .ppt.
6) If your presentation data is linked to other files (i.e. still or moving images, graphs, etc.), those

linked files should also be saved in the same folder, and the links checked beforehand.

7) The Secretariat is responsible for destroying all copies of any data after the session.

If you bring your own PC

1) The Secretariat will prepare a Mini D-sub 15 pin PC cable connector. If your PC is not compatible with this cable connector, please bring an adaptor to connect your PC to the Mini D-sub 15 pin PC cable connector.

2) Please bring your AC adapter with you.

3) The resolution of the LCD projector is XGA (1024 x 768). If your computer requires a resolution setting to be changed, please change this setting beforehand.

4) Please also bring your presentation data on a media (either on USB flash memory or CD-R) as a backup file.

5) After checking your data at the PC Center, please bring your PC to the Operation Desk in the session room 30 minutes prior to the start time of your session.

6) Following the conclusion of your session, we will return your computer at the Operation Desk. Please come to the Operation Desk promptly to collect it.

【Poster Presenters】

Schedule

Poster Presenters are asked to place their posters at the designated space and to follow the schedule below.

The 36th Annual Meeting of Japanese Society of Sleep Research (PJ-001-205, PE-001-028)

Poster Mounting:	9:00-10:00	Saturday, Oct. 15
Poster Removal:	12:00-13:00	Sunday, Oct. 16

Worldsleep2011 (PO-1-001-266)

Poster Mounting:	8:00-9:00	Monday, Oct. 17
Poster Removal:	11:00-12:00	Tuesday, Oct. 18

Worldsleep2011 (PO-2-001-230)

Poster Mounting:	8:00-9:00	Wednesday, Oct. 19
Poster Removal:	11:00-12:00	Thursday, Oct. 20

Any materials left behind after the removal time shall be removed by the Secretariat and will be destroyed.

Preparing Your Posters

1) Poster size

- The size of the poster panel is W1200 mm x H2100 mm (see next page). Please prepare your posters to fit in this size. Each presenter is responsible for preparing their posters with the title, name(s) of author(s) and institution(s).

- The Secretariat will prepare the poster panel and pins. Please do not use any tape etc. that is not provided by the Secretariat.

2) The Secretariat will prepare a panel with your poster number.

3) Please prepare this slip with title, name(s) of author(s), and institution.

Session No. (to be completed by Secretariat) W200mm x H200mm	Presentation Title, Name(s) of Author(s), Institution (to be completed by Presenter) W1000mm x H200mm
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Poster Discussion

1) Guidelines

Discussions should be held in front of your posters. Participants will be free to view the posters and to discuss with presenters during the designated time (free discussion style). During the following times, please be in front of your poster to answer any questions from the participants.

2) Schedule

Date & Time		Poster No.	
Saturday, Oct. 15	11:00-11:30	PJ-001-119	Odd number
	11:30-12:00		Even number
Sunday, Oct. 16	11:00-11:30	PJ-120-205	Odd number
	11:30-12:00	PE-001-028	Even number
Monday, Oct. 17	13:00-14:00	PO-1-001-266	Odd number
	14:00-15:00		Even number
Wednesday, Oct. 19	13:00-14:00	PO-2-001-230	Odd number
	14:00-15:00		Even number

The 36th Annual Meeting of Japanese Society of Sleep Research
Best Presentation Awards

The Best Presentation Awards are given to the first authors who submit poster presentations at the 36th Annual Meeting of Japanese Society of Sleep Research. The names of the winners will be put on the bulletin board at the Event Hall and at the Registration on Oct. 16.

Awarding Ceremony is not scheduled.

*Posters mounted on Oct. 15 are eligible for the award winners.

WorldSleep2011
Poster Presentation Awards

The Poster Presentation Awards are given to the first authors who submit poster presentations at Worldsleep2011. The names of the winners will be put on the bulletin board at the Event Hall and at the Registration on Oct. 20.

Awarding Ceremony: 16:00-17:00, Oct. 20 (Thu.) at Main Hall

World Sleep Federation Awards

The World Sleep Federation (WSF) has established a new award series with the inaugural presentation scheduled to occur during Worldsleep2011.

- Senior investigators: Lifetime Contribution Awards
- Young investigators: Early Career Awards

Awarding Ceremony: 16:00-17:00, Oct. 20 (Thu.) at Main Hall

Concerning Conflict of Interest

In relation to the announcement of your presentation subject, if the content of your speech involves a conflict of interest (COI), please make sure to indicate it in your presentation slide or poster. The criterion for determining whether a conflict of interest exists is whether there is a support from a profit-making organization. The judgment on what is a "support" is left to each speaker.

*This policy applies the Asian Sleep Research Society and Japanese Society of Sleep Research.