

Instructions to Authors: Oral Instructions

All oral sessions will take place at the Main Hall.

Plenary: Each Plenary Talk is permitted 50 minutes. You should plan for 40 minutes for the presentation and 10 minutes for questions.

Selected Topic: Each Selected Topic is permitted 30 minutes. You should plan for 25 minutes for the presentation and 5 minutes for questions.

Invited Oral: Each Invited Oral is permitted 20 minutes. You should plan for 15 minutes for the presentation and 5 minutes for questions.

Contributed Oral: Each Contributed Oral is permitted 15 minutes. You should arrange your talk so that your presentation lasts 12 minutes, with 3 minutes available for questions.

You are expected to notify the session chair of your presence just before the start of the session so that he/she knows you are present.

If you need to **make changes or withdraw your abstract** from the program **BEFORE** the conference, please contact ISEC Secretariat via e-mail at: secretariat@isec09.org
Please be sure to include your paper id number (e.g. SQ-O1) on any correspondence.

All oral presenters are required to submit an electronic version of their presentation at least one day prior to their presentation on-site at the conference in Fukuoka (see schedule below). **Presentations must be submitted in Microsoft Power Point 2003 or 2007 or PDF format** and should be turned in at the Speaker Preparation Room which is located on the second Level of the Centennial Hall Kyushu University School of Medicine. (*see schedule below*). For compatibility reasons, It is strongly recommended that presenters use common use commons True Type fonts in their Power Point presentations. Acceptable media include CD and USB flashdrive. All presentations will be scanned for any viruses and subsequently loaded on the appropriate computer for the following day's presentations.

The ISEC 2009 will offer computerized projection facilities for oral presentations. Please read the following carefully to acquaint yourself with the specific procedures being adopted for the ISEC 2009.

All session rooms will be equipped with an LCD projector, a computer, microphones and a screen. Presenters are required to submit a Power Point or PDF copy of their presentation to the Speaker Prep Room the day prior to their presentation. These files are then reviewed and loaded onto the computers in the session room. **Presenters are not allowed to make changes to the file that has been submitted, nor are they allowed to use their own personal laptops.** The laptops in all oral session rooms are not equipped to accommodate audio sound.

Macintosh computers will NOT be available in any of the session rooms. Authors using a Macintosh must ensure their presentations operate correctly in the PC environment.

Authors are strongly encouraged to bring a duplicate copy of their presentation in the form of transparencies. You may also want to bring an additional electronic copy for added security against unanticipated software/hardware anomalies.

The Speaker Prep Room is located on the second Level of the Conference site.

The Speaker Prep Room will be open according to the following schedule:

Tuesday, June 16	1:00pm - 6:00pm
Wednesday, June 17	9:00am - 6:00pm
Thursday, June 18	9:00am - 6:00pm
Friday, June 19	

Instructions to Authors: Poster Presentations

All poster sessions will take place at the Lobby, Hall1 and Hall 2 in the Centennial Hall Kyushu University School of Medicine.

Invited Poster: Each invited poster can use two poster boards. Each board measures 90 cm (width) x 210 cm (height).

Contributed Poster: Each contributed poster can use one poster board with 90 cm (width) x 210 cm (height).

Poster presenters are expected to arrange their material before the session starts, and to be available to answer questions and discuss their papers with attendees. You may want to bring pre-prints for handout.

The poster presentation **must be manned** during the poster session.

If you have *more than one poster and they are not side by side*, then you need to spread your time over all poster presentations. Please add a note on the poster board as to what time you will be present and also inform the session chair(s).

Please note that ISEC 2009 accepts no responsibility for material that may be left behind, lost, stolen, or damaged.

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Please be sure to include your paper id number (e.g. SQ-O1) on any correspondence.

The following schedule should be followed for setting up and taking down posters:

Day	SETUP	SESSION TIME	TEAR DOWN
Wednesday, June 17	11:00 am-13:45 pm	14:45-16:25 pm	16:25-18:00 pm
Thursday, June 18	9:00 am-13:45 pm	14:45-16:25 pm	16:25-18:00 pm
Friday, June 19	8:30 am-9:50 am	9:50-11:30 am	11:30 am-13:00 pm