

- Please use following font.
English: Times New Roman / Arial / Arial Black / Arial Narrow / Century / Century Gothic / Courier / Courier New / Georgia
- The troubles may occur such as the gap of a letter and the paragraph, a garbled character, not displayed if you used a font except the above.
- Please report to the staff at PC Check Center if you use an animation and a sound.
- If you are going to use animation with PowerPoint, please use the style which can operate with Windows Media Player.(Quick Time, Real Player is also acceptable.)
- Please pay attention to the broken link when you use the animation. You can check the matter after having copied it by checking the operation with a PC except the PC which you made the data. Please add the extension (such as .wmv / .mpg) for the animation file. And please save the use animation data in a folder.
- If the preview is finished, the data are forwarded via an LAN line to an presentation room.
- The presentation data in the server of PC Check Center and the PC in the presentation room will be deleted after this meeting ends.

3. If you want to use your own PC, please notice to a staff at PC Check Center.

- Please check your computer connection directly with the prescreen monitor.
The projector will have a standard mini-D-sub 15pin connector. If your computer has a different connector, you should bring your own conversion cable.
- The resolution of the screen is XGA (1024 x 768) and if the screen is larger than this, they will not be shown properly.
- The animation is possible, but there is the case that is not displayed by the screen which you connected to the outside output of the PC even if it is displayed an animation by a main body LCD screen. Please check the monitor or projector beforehand by connecting the outside output of your own computer.
- Please report to the staff if you use an animation and a sound.
- Please save the presentation data in desktop screen with file name as “Session Name_Speaker’s Name_ppt”.
- Please remove screen animator, power-saving setting, the password setting beforehand.
- Please bring your own AC adaptor.
- Please hand your PC to the PC desk staff at the left front of the session room 30 min. before your presentation. The staff will check the outside output by connecting cable. And the PC will be returned at the same place after your presentation.
- Please not that the data modification is not be allowed at the presentation room.

【Instructions for Chairs】

1. Please take a seat in front of the presentation room 10 min. before the session starts.
2. There isn't progress announcement, please start your session when it is time.
3. The progress entrusts you, but asks by strict observance in end time.
*This meeting will not put the clock line managing time automatically.