The 47th Congress of the Japanese Headache Society
Guidelines for Oral Presenters

PC preview/Presentation data
The PCs provided in the meeting will be equipped with the following:

- OS: Windows 10
- Application: Windows PowerPoint 2019
- Projector’s Resolution: XGA (1024 x 768)

Please check your presentation data at PC Preview Center 30 minutes prior to the start of your session.

[PC preview center]
Location: Lobby, 4F, Royal Pines Hotel Urawa
Opening Hours: 07:00 - 18:00, November 15 (Fri.), 2019
07:00 - 16:00, November 16 (Sat.), 2019

[Presenters using removable media]
- Presentation data must be in Windows PowerPoint format and can only be accepted on CD-R, DVD-R or USB flash memory (CD-RW or DVD-RW cannot be accepted).
- OS-standard fonts are recommended such as:
  Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia, Times New Roman
- Audio output is not available. Please bring your own PC if you have movie files.
- The title of your presentation file should be "your presentation code + your name".
  e.g.: O1-1_XXXX.ppt or O1-1_XXXX.pptx
- To avoid possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.
- Please note that you cannot use PowerPoint's Presenter View function.
- If you need manuscript for your presentation, please print it out in advance and bring it with you.
- Any copy of your presentation data which the secretariat receive will be deleted after the meeting.

[Presenters using their own PC]
- In case of unexpected accidents, please bring backup data on CD-R, DVD-R or USB flash memory.
- Please bring your own PC if you use Macintosh.
- Mini D-sub15-pin connector or HDMI is needed to connect PC to the projector. If your PC does not provide mini D-sub15-pin or HDMI, please bring your own adapter as well as power cable.
  *Any other connectors such as Mini DisplayPort cannot be accepted.
- Please disable screensaver, power-saving feature, password or Hot Corner on your PC.
- Please note that you cannot use PowerPoint's Presenter View function.
- If you need manuscript for your presentation, please print it out in advance and bring it with you.