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 × 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.