



5th

International Workshop for the Study of Itch (IWSI)

25-28 October, 2009 Tokyo, Japan

Instruction for Oral Presentation

1) Time Allocation

Please check your total presentation time in the program.

If you have a presentation at breakfast-, luncheon-, or satellite symposia/lectures, please consult your chairpersons about time allocation.

Otherwise, you have either 10 or 15 minutes.

If you have 10 minutes in total, you are requested to use 8 minutes for a slide-show presentation and 2 minutes for an open discussion.

If you have 15 minutes in total, 12 minutes and 3 minutes, respectively.

2) Equipment

We prefer that you prepare your slides with **Windows XP with PowerPoint 2003**, which has been installed in our PCs at the venue.

You will be required to bring your own laptop PC if at least one of the following applies to you:

- a) You have prepared slides with another combination of an operating system and a slide show program.
- b) You have a slide show with **sound or movies**.
- c) Your slides include non-standard fonts
- d) You prefer to use your own lap-top.

And, if you bring your own laptop PC, you are also requested to:

- I) bring a lap-top that is equipped with a mini D-sub 15 pin (DE-15) port.
- II) bring an AC-adapter for your lap-top
- III) bring an adapter, such as a DVI-VGA 15 pin adapter, to connect your lap-top to our projector if your PC is a Mac.
- IV) back-up your slide show data in a USB flash drive and bring it just in case.
- V) deactivate the screen saver, the sleep mode, and the log-in password.

3) Slide Check-in and Preview

You are requested to check-in and preview your slide show at the following place during the following hours, at the latest, on **the day before** your actual presentation.

Place: Plaza, 4th Floor, Room 'Jupiter'

Open hours: October 25, 17:00 – 21:00

October 26, 7:30 – 18:00

October 27, 7:30 – 12:00

We will copy your data into our PC that will be used during your presentation, which will be deleted right after the workshop ends.



Instruction for Poster Presentation

1) Poster Size

Maximum Width: 90 cm

Maximum Height: 150 cm

2) Set-Up and Removal of Posters

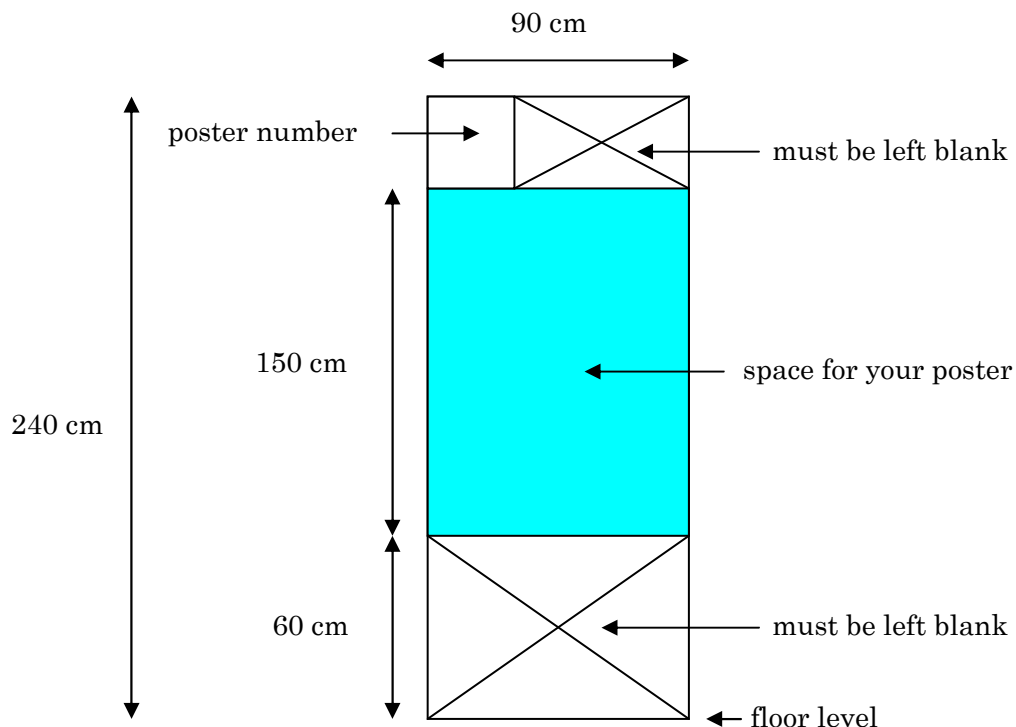
Place: Plaza, 4th Floor, Room 'Neptune'

Set-up Time: October 25, 17:00 – 21:00 & October 26, 7:30 – 08:00

Double-sided adhesive tape will be provided on site for set-up.

Removal Time: October 27, 17:00 – 19:00

Display Details: You are requested to display your poster on the board (90cm width x 240 cm height) provided as shown below:



3) Discussion Time

You are requested to be present in front of your poster during two of the 'Coffee Break & Poster Discussion' periods. You are allotted to specific periods according to your poster categories (PB or PC) as appears on the program:

PB 01 - 21: October 26, 15:15 – 15:45 & October 27, 10:30 – 11:00

PC 01 - 22: October 26, 10:45 – 11:15 & October 27, 15:30 – 16:00