

Biocuration2010 Slide Team

Created 2010/10/04

Modified 2010/10/06

Instruction for the speakers

* File preparation

Submit the slide files in PowerPoint (2003 or 2007) format or PDF (ver. up to 9), which will be used for the presentation using rental PCs with MS Windows XP.

Files made by the other software should be saved as a PDF file before submission. For Kenote users, you can easily convert your Keynote slides into PDF.

The submitted files will be checked briefly after the deadline (October 8, 9:00 JST), mainly concerned about the errors in conversion or fonts.

The resolution of the projector is 1024x768 (XGA).

Sound effect in the Conference Hall is planned to be available.

* Submission of the slide files

We decided to collect the slide files using the "Dropbox" (URL: <http://www.dropbox.com/>) BEFORE the meeting starts. By collecting your slides beforehand, we can avoid problems about slides that might delay the schedule of the meeting.

The **deadline** of slide submission will be as follows:

Thursday, 7 October 17:00 in Los Angeles

Thursday, 7 October 20:00 in New York

Friday, 8 October 1:00 in London

Friday, 8 October 2:00 in Geneva

Friday, 8 October 9:00 in Tokyo

Each speaker receives an "Invitation E-mail" from Dropbox, which includes two URLs: 1) an URL for each speaker for submission, and 2) an URL for an instruction page at BioCuration web site. To upload your slides, please access the first URL by a web browser, create your account (if not), and upload your slides. We prepared the separate

folder for each individual speaker and set permission, so that a speaker can modify only his/her own file. PLEASE BRING THE FILE to the venue on your own, just in case.

***After the deadline on October 8**

We will copy your uploaded slide files to a PC, and test them briefly. If we find any apparent problems in the slides, we will contact you.

In the case you upload or update the files after the deadline, please notify us immediately to E-mail: ibm2010-slide@m.aist.go.jp < Biocuration2010 Slide Team>.

***At the conference center**

Please **visit the Speakers' Desk a day before or at least 2 hours before your session starts** to confirm that your slides are correctly shown. For the speakers for the first session of the day, please visit there at least 20-30 minutes before the session. If you wish to change your slides on site, you can safely do so by visiting the Speakers' Desk at least 2 hours before your session. The Speakers' Desk is open from 12:00 to 17:30 on October 11, from 8:30 to 17:30 on October 12-13, and from 8:30 to 10:45 on October 14.

*** Questions**

E-mail: ibm2010-slide@m.aist.go.jp < Biocuration2010 Slide Team>

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