

Attn: Speakers

Request for Submission of Your Presentation Data

Your session has simultaneous interpretation service between Japanese and English. To assure the best interpretation service result, we would like to kindly ask for your cooperation in sharing the presentation data (either in PowerPoint or PDF) prior to the session, in order to help interpreters to prepare for your talk.

- Presentation slide data (PPT or PDF)
- Speech text for slides (if prepared)
- Videos (if prepared)

Please submit the information to [Ms. Arai at icom2019-program@congre.co.jp](mailto:Ms.Arai@icom2019-program@congre.co.jp) with a CC to icom-interp@congre-gc.co.jp (Interpretation Service of the ICOM KYOTO 2019)

Deadline: Friday, August 23rd, 2019 12:00(JST)

Note

- * If you send your files in PDF, one slide in one page layout is desirable, not 4 or 6 slides in one page. In the case of your slides with notes or any reference, convert it into "PDF with notes" layout.
- * For material data above 7MB, we request you to utilize an online storage service such as Dropbox, wetransfer.com. etc.
- * Even if your materials are not final, please forward them to us by the deadline above. And please kindly send us the final version on completion.
- * Please also note that the data you submit to us in advance will be used solely for the preparatory purpose for interpreters. Please make sure to bring your final data with you at the venue for projection.