

## **Instructions for Chairs and Speakers**

### **Oral Presentations**

#### **For Chairpersons**

- Please be seated in the front-right section of the room at least 10 minutes before the session starts.
- The chairs will be in charge of the proceedings, But we kindly ask for your cooperation in keeping the session strictly on time.

#### **For Oral Speakers**

##### **1) Presentation Data Check (PC Desk)**

Place: 5th Floor Lobby (next to the elevator hall)

Date and Time:

Friday, April 24: 8:00–17:00

Saturday, April 25: 8:00–14:00

- Please complete your presentation check at least 30 minutes before your session.
- Speakers using their own PC must also perform a test run at the PC Desk.
- After the check, please be seated in the front-left section of the lecture hall (near the podium) no later than 10 minutes before the session starts.
- All presentation data will be securely deleted by the Secretariat after the congress.

##### **2) Presentation Time**

Invited / Designated Speakers: Please follow the presentation time previously assigned to you.

Poster Presentations: Presentation: 7 minutes, Discussion: 3 minutes

##### **3) Presentation Method**

- Presentations are PC-based only.
- A mouse, keypad, and monitor will be provided at the podium. Please operate your slides by yourself during the presentation.

##### **4) Presentation Data**

- The congress computers run Windows OS with Microsoft PowerPoint 365.
- 16:9 is recommended for your presentation data, but 4:3 is also available.
- Please bring your presentation on a USB flash drive only (other media are not accepted).  
Be sure to check your file in advance on another PC.
- File name format: Session Name\_FullName (e.g., symposium2\_JohnSmith).

#### **Fonts**

- Please use standard fonts such as Arial, Century, Times New Roman, etc.
- If you use special fonts, please convert them to images to avoid layout issues.

## Videos

- If you are using video data, please bring your own laptop.

To have it linked with PowerPoint, please save your data in the same folder.

Please make sure to check your data on a different computer to see whether the data can be played without any errors.

There should be only your presentation data saved in your media.

Please check your copied data on other PC beforehand to avoid copying the wrong data.

Please check your data with Virus Scanner.

Please be sure to bring your back-up data with you.

## Virus Check

- Please scan your USB flash drive with the latest antivirus software.

## Mac Users

· Speakers using a MacPC must bring their own PC and complete an output check at the PC Desk.

· Please be sure to bring the necessary external display adapters and your power supply.

· At the venue, only Mini D-sub 15-pin and HDMI monitor output connections will be available.

※Please note that DVI output is not supported.

## 5) Poster Preparation

Poster presenters are kindly requested to print their posters and bring them to the venue.

· Preparation of Posters the actual size the poster that authors need to prepare is 160cm x 90cm.

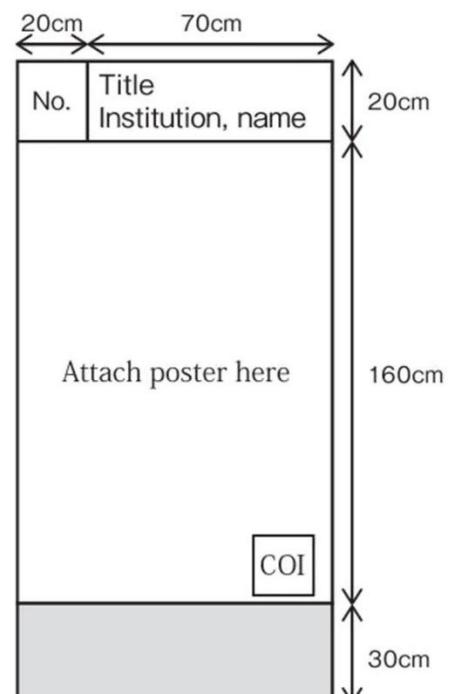
It will be displayed on a board 30cm above from the floor (the board is shown in grey).

· A poster number (20cm x 20cm) and pushpins to mount posters will be provided to each presenter. A footstool is available in the Poster Session area. Each author is requested to display the title, authors' affiliations and author's name at the top right of the poster board, within an area of 70cm wide by 20cm high.

· The poster should contain the COI disclosure statement.

· Adhesive tape and glue are not allowed to use to mount posters.

· Please note that posters not removed by the designated removal time will be discarded.



## Poster Presentation Schedule

Poster Venue: 6th Floor, Rooms 603–605 and 607–609

Friday, April 24

Poster Setup: 8:30–9:30

Poster Presentation: 17:20–18:20

Poster Removal: 18:20–19:30

Saturday, April 25

Poster Setup: 8:00–9:00

Poster Presentation: 10:10–11:10

Poster Removal: 13:30–14:30

Posters not removed by the designated time will be disposed of by the conference secretariat.