

Instructions for Chairs and Presenters

For Oral Presenters

1. PC Preview

Please register and preview your data at the PC Center at least 40 minutes before your presentation.

< PC Center Opening Hours and Location >

Opening Hours	
August 9th (Fri)	7:30-17:30
August 10th (Sat)	7:00-17:00
Locations	
Room 1	In front of the Main Building, 2nd floor, Clinical Auditorium
Room 2~10	Lecture Room 207, 2nd floor, Main Building

* Please note that registration of presenters in the morning program will be given priority until 9:00 on both days.

Although preview can be available at the PC center, corrections are not acceptable.

* Displays, keyboards and mouses are provided on the podium.

As the first slide will be projected by the secretariat, please operate from the second slide by yourself.

2. Preparing Presentation Data

[If you bring your own media]

1) How to bring presentation data

* Please create your presentation data in "Microsoft PowerPoint" and save it in a USB flash drive and bring them.

* When copying your presentation data to media, be sure to finalize the data (close the session and save it on the USB you used). If the data is not finalized, it will not open on other PCs.

* If your presentation data includes movie/video, please bring your own laptop in case of any troubles. (Windows only, Mac and others not supported.)

2) Presentation data creating environment

* The following OS and applications are available at the PC center.

OS: Windows 11

Application: PowerPoint365

If you create your data on Macintosh, please bring your own laptop and output adapter.

<Data creating environment>

Application: MS Windows PowerPoint 2013 or later

Font: Arial, Arial Black, Century, Century Gothic, Times New Roman

Symbol notation (recommended): Symbol, etc.

Using standard fonts in Windows is recommended.

3) The resolution of the LCD projector is Full HD (1920 x 1080 pixels). The recommended slide size is widescreen (16:9 ratio).

4) If your presentation data is linked to movie/video, those linked files should also be saved in the same folder.

Please confirm the operation on another PC that was not used for data creation.

Windows: Windows Media Player

* Note

Ensure your video file can be played using the codecs included in the default settings of Windows 10 and Windows Media Player 12 (MP4 format recommended).

Audio output is also possible.

5) Be sure to test and review all the presentation slides in advance to ensure that they work properly.

6) Do not select "Use Presenter View" of slideshow tab in PowerPoint.

7) All presentation data will be disregarded as soon as possible after the conference.

[If you bring your own laptop]

1) Operation Confirmation: Confirm the operation of the presentation data on another PC that was not used for data creation. There is no guarantee of operation in Non-Windows PC, iPad, Surface GO, and other tablet devices. Use them at your own risk.

2) Connector: The secretariat will prepare an HDMI cable connector for PC. If your laptop needs a connector to convert to HDMI, please bring your own cable.

3) AC Adapter: Please be sure to bring your own AC adapter.

4) Settings: Deactivate screensaver and power-saving mode in advance. If not deactivated, the mode will be changed at the PC center.

5) Backup Data: Please bring backup data for your presentation.

6) Laptop Drop-off: After PC preview check, please bring your laptop to the operator's desk at the front left of the session room at least 20 minutes before your presentation. It will be returned at the desk after the presentation.

3. Presentation time

All presenters must start and finish punctually as scheduled to ensure sessions proceed smoothly.

Invited lecture: Presentation time differs depending on each program. Allocation time for each appointed speaker will be notified by the secretariat.

Student Award: 9 min. (Presentation 6 min. / Q&A 3 min.)

Young Investigator Award: 13 min. (Presentation 9 min. / Q&A 4 min.)

Oral presentation: 8 min. (Presentation 6 min. / Q&A 2 min.)

For Poster Presenters

1. About Poster Presentations

1) There will be time allocated for presentation and discussion. Please make sure to arrive at your poster booth at least 10 minutes before the start of the session.

The session chairs will be responsible for facilitating the proceedings of the session.

2) Poster presentation: 8 min. (Presentation 5 min. / Q&A 3 min.)

2. Presentation/Discussion and Poster Mounting/Removal

Please put up and remove your poster at the following times.

A reception desk will be available in front of the poster room.

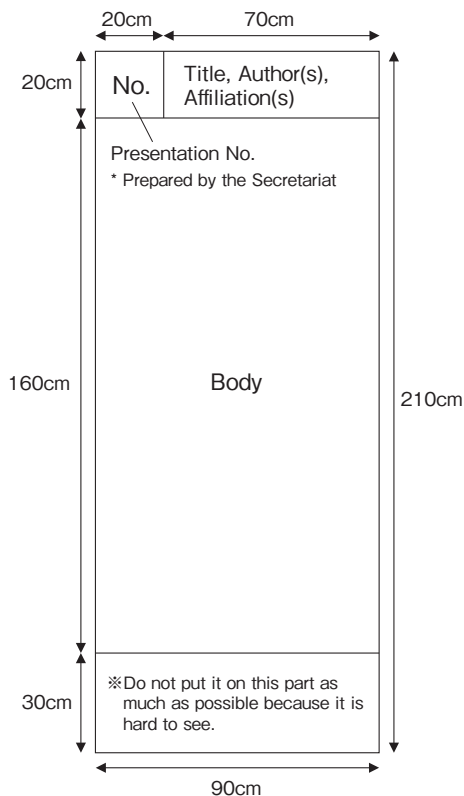
* Posters that are still displayed after the removal time will be disposed of by the congress secretariat at the end of the Congress. Please note that the posters removed by congress secretariat will not be kept nor be returned by mail.

	Mounting	Poster viewing	Presentation, discussion	Removal
August 9th (Fri)	8:30-10:00	10:00-16:50	16:50-17:50	17:50-18:50
August 10th (Sat)	8:30-10:00	10:00-16:30	16:30-17:30	17:30-18:30

3. Poster Preparation

Please prepare your poster according to the specified size as shown in the picture on the right.

* Presenters are required to provide their presentation titles, names of authors, and affiliations. The secretariat will provide a "presentation number" card and tacks for putting up posters. Please indicate if there is a COI (Conflict of Interest) or not at the end of your poster.



Young Investigator Award (YIA) and Student Award (SA)

The Young Investigator Award and Student Award winners, and the winners of Award for Academic Excellence will be recognized at the Closing Ceremony (August 10, 17:40~, Room 1). All eligible participants are asked to attend the Closing Ceremony.