

Instructions for Poster Sessions

Venues: Poster panels and presentation booths will both be situated in the New Hall at Kyoto International Conference Center.

■ How Poster Sessions Work at APSC2020/JCS2020

- After posting your poster on the poster panel bearing the number of your own abstract, give your presentation on the digital display in your booth, using your presentation slides, following the chairperson's directions.

Poster session slides must all be in 16:9 format.

Please prepare your presentation file using the 16:9 poster session slide template downloadable from the “General Information for Participants” page of the APSC2020/JCS2020 website.

■ For Chairpersons

- A two-chairperson system will be used.
- Each presenter will give their presentation in their presentation booth, and not in front of their poster panel.
- Chairpersons should arrive at the Poster Session Registration Desk **at least 10 minutes before** their scheduled session time and receive a chairperson's ribbon.
- Presentation time is 7 minutes (single abstract): 5 minutes for the presentation and 2 minutes for questions and answers. Please **adhere strictly** to the scheduled order. You will be handed a stopwatch at the Poster Session Registration Desk, so please stop speaking as soon as the presentation time slot or the question-and-answer time slot ends.
- If, due to unforeseen circumstances, you are unable to fulfil the role of chairperson, please find someone to take your place, and inform the Congress Headquarters (Tel: 090-5257-6566) at least 30 minutes before the beginning of your session.

■ For Poster Presenters

- All poster session presenters are asked to provide two files: a poster and a presentation slide file.
- Please take the presenter's ribbon that will be left ready for you on your poster panel.
- There will be separate posting times for posters in the morning and afternoon of each day.
- Posting and removal times are scheduled as below. Please note that any posters remaining over the removal time will be disposed of by the Congress Headquarters.

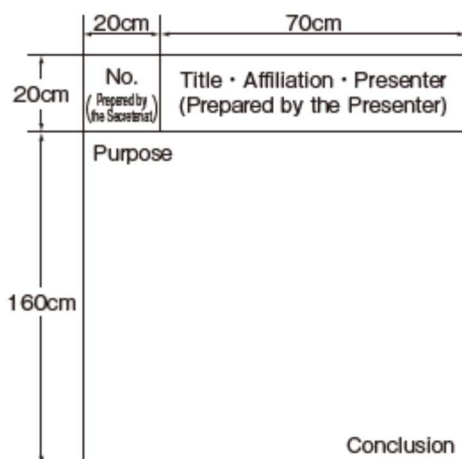
	Posting	Removal
March 12 (Thu.) Morning presenters	7:30–8:30	10:40–11:30
March 12 (Thu.) Afternoon presenters	13:00–13:50	17:00–17:30
March 13 (Fri.) Morning presenters	7:00–8:00	12:10–12:40

March 13 (Fri.) Afternoon presenters	13:00–14:00	18:10–18:40
March 14 (Sat.) Morning presenters	7:00–8:00	12:10–12:40
March 14 (Sat.) Afternoon presenters	13:00–14:00	18:10–18:40
March 15 (Sun.) Morning presenters	7:00–8:00	12:10–12:40
March 15 (Sun.) Afternoon presenters	13:00–14:00	16:10–16:40

- When your poster has been posted and you have submitted your presentation file, please wait in front of the podium table in your own presentation booth at least 5 minutes before the scheduled start time of your presentation.
- The chairperson will facilitate the presentations and questions and answers during the poster session.
- Presentation time is 7 minutes (single abstract): 5 minutes for the presentation and 2 minutes for questions and answers.

■ Arrangements of Posters

- The size of panel is **180 cm × 90 cm**. The presentation number will be preliminarily provided on the board. Please refer to the sample below. The presenter must prepare the title for the panel.



No. (prepared by the Secretariat)

Title, affiliation, presenter's name (prepared by the presenter)

Purpose

Conclusion

* The presenter is asked to prepare the title, affiliation and presenter's name.

- We suggest that text and diagrams be arranged appropriately so that the poster is legible from a distance. Please state clearly the presentation's objective, methods, results, and conclusion. The objective should be positioned at the upper left and the conclusion at the lower right of the poster.

■ Overview of Presentation File Creation

- Please prepare your presentation file using the 16:9 poster session slide template downloadable from the “General Information for Participants” page of the JCS2020 website.
- The first slide of your presentation should display the presentation title and presenter information. The second slide should display any conflict of interest (COI) disclosure, and the final slide should display the conclusion.
- If your presentation pertains to a project performed jointly with, or is supported by the private sector, please disclose the research funder on screen as much as possible.
- After doing a test run on your presentation file, please submit it at the Poster Data Check-in Desk in the New Hall at Kyoto International Conference Center at least one hour before your scheduled presentation time (or, if yours is the first session of the morning, at least 30 minutes before).
- Presentation files must be in Windows PowerPoint 2010, 2013, 2016, or 2019.
- To avoid display problems with your presentation, use only standard OS fonts such as Times New Roman, Arial, **Arial Black**, Arial Narrow, Century, Century Gothic, Courier, Courier New or Georgia.
- The title of your presentation file should be “your presentation code + your name”. (e.g.: OE01-1John_Brown).
- There is no limit on the size of your presentation file. However, if the size of your presentation file exceeds 500MB, please bring your own PC.
- You cannot use audio or video in your presentation.
- As a precaution, please bring backup files with you.

Reporting a Conflict of Interest (COI)

Poster session presenters are asked to use the slide template downloadable from the “General Information for Participants” page of the JCS 2020 website to declare any conflict of interest (COI).