

Information for Chairs and Speakers

Conflict of Interest (COI) disclosure

Every presentation in all the sessions at this Annual Meeting is required to incorporate and present the specified slide on COI. There is no need to explain its content in your presentation. Please refer to the official website of the Annual Meeting below to download the specified slide and obtain instructions on how to use it.

URL: <https://www.congre.co.jp/96jgca2024/en/cfa/index.html>

1. For Presenters in Joint Sessions, International Sessions and Oral A Sessions (Video/Oral)

1) On the Day of your presentation

a. Please visit the PC Preview Desk to check and submit your presentation data* at least **30 minutes before your schedule session.**

*Please be assured that the congress secretariat will completely delete the submitted data after the session.

b. Please be seated at the designated "Next Speaker's Seat" **10 minutes before your presentation.**

c. All session rooms are equipped with PC installed with Window 10 and Microsoft PowerPoint 365. Please use them to prepare your presentation deck.

d. Please name your presentation file as follows: "Presentation Number_Your Name".

e. All slides are recommended to be widescreen (16:9) formatted.

f. Presentation length of Joint Sessions, JGCA Academic Sessions and International Sessions are provided individually.

g. Presentation length of Oral A Sessions (Video/Oral) will be 5 minutes for presentation and 2 minutes for Q&A.

PC Preview Desk:

Date	Open Hours	Location
Thursday, 29, February	7:15am – 4:30pm	Room1 & 2, Japan Design Museum, B1F, Miyako Messe
Friday, 1, March	7:30am – 3:30pm	Room1 & 2, Japan Design Museum, B1F, Miyako Messe

Since the PC Preview Desk could be quite busy in the morning, presenters who have in the morning session are advised to come to the desk with time to spare.

[For Presenters who will be Bringing the Presentation Material (USB flash memory)]

Bring your presentation data on a Windows-readable USB flash memory.

Please check the layout of your presentation slides at the PC Preview Desk.

Upon preparing your presentation data, please keep in mind the following:

a. Create or edit your presentation data using OS Windows10 / Microsoft PowerPoint 365.

b. Use the following fonts to avoid character corruption: Arial, Arial Black, Century

c. Save only a single final version of your presentation file on USB and make sure there are no other files or data on the media.

- d. Check the data on a different computer to make sure that the presentation data works properly.
- e. If you have a video on your presentation, please prepare the one that can be played with the codecs included in Windows Media Player.
- f. Be sure to bring your back-up data with you.
- g. Check your data with the latest Virus Scanner in advance.

[For Presenters who will be Bringing Your Own Laptop]

- a. Bring your laptop (Windows / Macintosh) and its AC adapters.
- b. Ensure that it is compatible with the HDMI or the D-sub 15 pin.
- c. All energy-conserving functions such as power-saving setting should be disabled on PCs to be used in the presentation.
- d. Do not use presenter view for the presentation.
- e. Make sure to prepare and bring backup of the presentation data on or USB flash memory, even if you are using own device for your presentation.
- f. After stopping by the PC Preview Desk, please come to your session room at least **20 minutes prior to your session start** to drop off your PC to the AV operator. Please don't forget to pick up your PC after your presentation.
- g. Monitor, keyboard and mouse will be set on podium.

2. For Presenters in the Oral B Sessions

1) On the Day of your presentation

Please refer to the guidelines of “1. Presenters in Joint Sessions, International Sessions and Oral A Sessions (Video/Oral)” to prepare the presentation slide and submit it at least **30 minutes before your session starts**, advanced submission is not required.

2) How to Make a Presentation

- a. Presenter will make oral presentation in each presentation booth. The presentation data is saved in the PC on the podium.
- b. Use the PCs on the podium in each booth, using your own laptop is not permitted.
- c. Prepare non-narrative presentation file in English with PowerPoint.
- d. Presenters are required to disclose COI in the presentation deck.
- e. Presentation length will be 4 minutes for presentation and 2 minutes for a Q&A.

3. For Chairs

1) Chairs in the Joint Sessions, International Sessions and Oral A Sessions (Video/Oral)

Please be seated at the “Next Chairs’ Seat” in your session room at least 10 minutes prior to the start of your session.

2) Chairs in the Oral B Sessions

Please come to the “Oral B Sessions Chairs Registration Desk”, located in Room 3 to 6, Japan Design Museum, B1F, Miyako Messe) and be seated at Chairs’ seat in front on the right-hand side, faced on the screen at your session booth **15 minutes prior to your session starts**.