

Information for Chairs/Presenters

For Oral Presenters:

<Disclosure of Conflict of Interest (COI)>

Every speaker of both oral and poster sessions should disclose every Conflict of Interest (COI) whether you have any COI or not. Oral speakers should disclose COI in the first slide, and poster speakers should disclose COI at the bottom of the poster.

<PC Presentation>

1. You are recommended to prepare all your presentation slides in 16:9 wide screen format. If you use slides made in 4:3 format, the slides will not be displayed at full screen size (blank spaces will appear on both sides of the screen).

2. Please make your presentation in English. There will be no interpretations.

3. There will be no PC preview desk.

Please proceed directly to the Presentation Room at least 10 minutes prior to the start of your session.

A presentation PC (Windows11/Microsoft365) will be provided at the venue.

Please bring your presentation data on a USB flash drive.

4. Please make sure to bring an AC adapter and other necessary adapters with you. Your PC should be equipped with a power code suitable for 100V, Type A (Japanese 2-pin) plug.

5. Your PC will be connected to the projector with a "HDMI" cable. Some PCs (Mac or thin laptops) will require a conversion adapter.

6. You are requested to go to the Presentation Room at least 10 minutes prior to start of your session.

7. Please make your presentation in English. There will be no interpretations.

For Poster Presenters:

- Preparation time of displaying posters: 8:00 a.m. – 9:00 a.m.
- Removal time: 2:30 p.m. – 3:30 p.m.

1. Presentation time will be 6 minutes, question-and-answer session will be 2 minutes for each poster presentation.

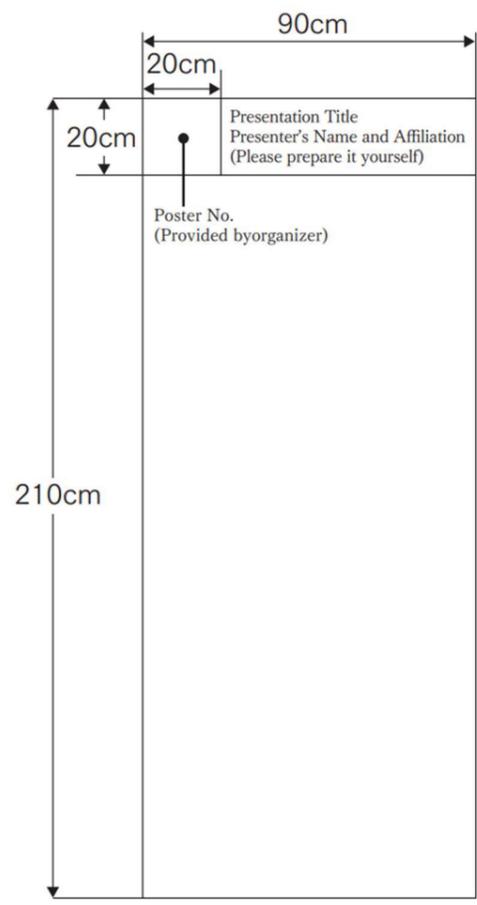
2. Poster panels will be prepared as the figure on the right. Speakers should prepare “Title”, “Speaker’s Name”, “Affiliation” within the size limit of 20cm×70cm. The size limit of “Details of Presentation” is 190cm × 90cm. Organizer will prepare “Presentation Number” and push pins for displaying.

3. There is no registration desk for poster speakers. Please wait in front of your poster panel 5 minutes before designated beginning time of your poster presentation.

4. Please be punctual of the designated time of displaying and removal.

5. Please bring back removed posters with you and note that posters remaining beyond removal time will be disposed by organizer.

6. Please make your presentation in English. There will be no interpretations.



For Chairs:

1. Chairs of oral sessions are requested to be seated at “Next Chair’s Seat” at least 10 minutes prior to the start time. Please note that there will be no opening announcement. Chairs are asked to start the session at their own discretion.

2. Chairs of poster sessions are requested to stand in front of the first poster panel of their session at least 5 minutes prior to the start time. Please note that there will be no opening announcement. Chairs are asked to start the session at their own discretion.

3. Your punctuality and adherence to the time limits for presentations and question-and-answer sessions would be appreciated.