Information for Chairs and Speakers

1. Language

The official conference language is English.

2. Instructions for chairs

Chairs are requested to

-take their seats at the front-right row of each session room at least 10 minutes before the session starts.

-stay within the time allotted for the session and each presentation.

-request the participants with questions and/or comments to stand in line by the microphone during the Q&A in advance.

3. Instructions for oral presentations

<Allocated time>

Session	Presentation	Discussion
Lectures/Symposium	Informed individually	
Oral (Excellent Abstract Award)	12 minutes	2 minutes
Oral	8 minutes	2 minutes

• You must use congress PCs (Windows). Use of your own PC is not permitted.

• Screen ratio of 16:9 is recommended.

• Preferred file format: PPTX, PowerPoint 2010 or higher. If you create your PowerPoint file on a Mac please check your presentation on a Windows PC beforehand.

• Presenter view is not allowed. Please bring your printed notes with you if necessary.

• Please bring your media (USB flash memory drive).

• To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.

• After saving your presentation file on the appropriate medium, do a test run on another PC to make sure it works properly.

• Please ensure you arrive at your presentation room and be seated at the next speaker seat at least 10 minutes prior to the start of the session.

• Any copies of your presentation data which the secretariat has received will be deleted after the congress.

<Speaker ready desk>

Each oral session speaker must report to the Speaker Ready Desk to load their presentation on the laptop computer that will be used in their session room at least **45min prior to the start of the session**.

Location: Foyer, 1st Floor, Dejima Messe Nagasaki

Opening Hours: February 7 (Fri)　　8:00 - 17:30

　　　　　　　　February 8 (Sat)　　8:00 - 17:30

　　　　　　　　February 9 (Sun)　　8:00 - 11:00

<At the session room>

All speakers are requested to be seated at the Next Speaker's Seat in the front left-hand row of the session room, at least 10 minutes prior to their presentation starts.

2. Instructions for poster presentations

All poster presenters are requested to set-up and remove their posters according to the schedule below.

Please be in front of your poster panel for free discussion during discussion time.

Date	Mounting	Viewing	Discussion	Removal
February 7 (Fri)	8:30-10:30	10:30-18:00	—	—
February 8 (Sat)	—	8:30-18:00	10:15-11:00	—
February 9 (Sun)	—	8:30-11:00	10:15-11:00	11:00-12:00

*Posters not removed by the removing time mentioned above will be discarded by the secretariat.

<Poster panel size>

The size of panel is 180 cm×90 cm.

The poster number is preliminarily provided on the board.

The poster size can be flexible as long as it fits within the space below.