

Information for Speakers/Chairs

General Information

Presentation language: English

Slides: English

For Chairs

1. Chairs are requested to be seated in the front row (next chair's seat) at least 15 minutes before the start of the session.
2. Please proceed to the podium and begin the session promptly at the scheduled time.
3. As there are many presentations within a limited timeframe, we kindly ask for your cooperation in keeping the session running smoothly.

For Speakers

1. Speakers are requested to follow the instructions of the chair during the session.
2. Please be seated in the front row (next speaker's seat) at least 20 minutes before your presentation.
3. Presentation data will be projected by the operator when you take the podium. Please control your slides using the mouse on the podium while referring to the monitor. (No PC will be available on the podium.)

Oral Presentations

Presentation Time

- 7 minutes presentation
- 4 minutes discussion

Presentation Method

- Presentations must be delivered using the conference PC
- Please bring your data on a USB flash drive

PC Preview Corner

Location: Main Lobby, 6F

Hours: 29 May: 08:30–17:30

30 May: 08:00–16:30

31 May: 07:00–15:00

Instructions

- Upload your presentation at least 45 minutes before your session
- Data cannot be edited at the desk
- Files will be deleted after the meeting

Technical Requirements

- OS: Windows 11
- PowerPoint: 2013 / 2021
- Video: MP4 (embedded recommended)
- The projector resolution is Full HD (1920 × 1080).
Slides should be prepared in a 16:9 aspect ratio.
If necessary, please adjust your PC resolution in advance.

Important Notes

- Use standard fonts
- Check your data in advance
- Bring backup data

Using Your Own Laptop (if necessary)

- HDMI connection required
- Bring your own adapter and power supply
- Backup USB required

During the Session

Speakers must be seated 20 minutes before their session
Slides will be operated by the presenter

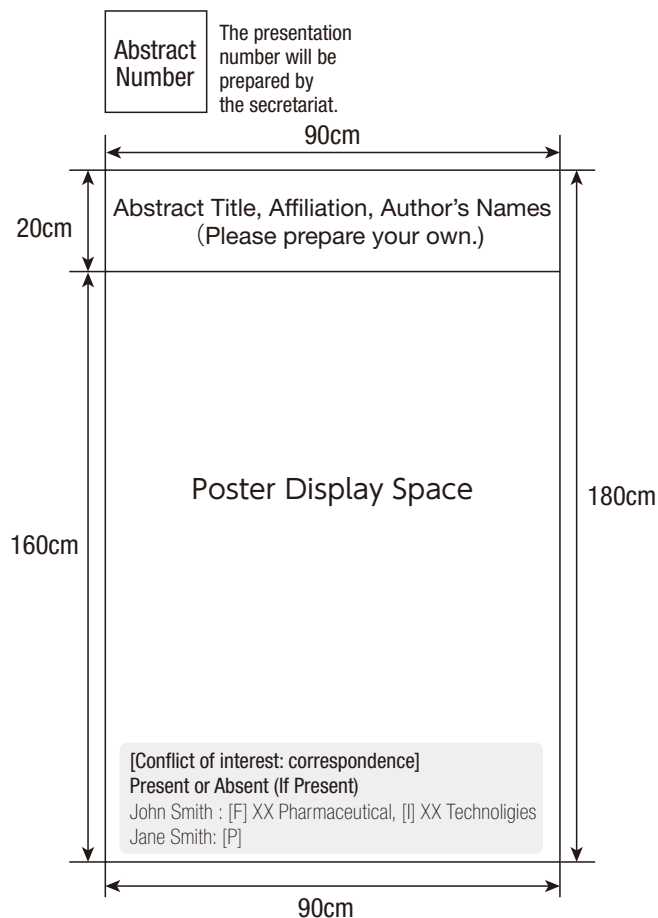
Poster Instructions

Poster Area
6F Foyer, Conference Hall A & B

Schedule

Date	Mounting	Display	Poster Viewing & Tea Break
29 May	09:00–11:00	11:00–18:00	15:35–16:40
30 May	–	10:30–17:30	–
31 May	–	09:00–12:30	–

Poster Preparation



- Please prepare a title panel (20 cm × 90 cm) separately from the main poster, including the abstract title, authors' names, and affiliations.
- The main poster should not exceed 160 cm × 90 cm.
- Please indicate any conflict of interest at the bottom of the poster.
- Pins for mounting will be provided. Please use them to secure your poster to the board.

Poster display and viewing

- Posters will be displayed from the morning of 29 May 2026.
- The official Poster Viewing and Q&A session will take place on 29 May 2026 from 15:35 to 16:40 during the tea break.
- During this session, presenters are kindly requested to stand by their posters and be available for discussion and questions.

Poster Removal

- Posters will remain on display throughout the meeting.
The official Poster Viewing session will take place on 29 May, after which posters may be removed.
- Posters remaining after the meeting will be removed and disposed of by the Secretariat.
- The organisers will not be responsible for any posters left behind.