

To Chairs and Speakers

To Chairs

There will be no check-in desk for session chairs, so please arrive at the next session chair seat (located at the front right side of the venue) at least 15 minutes before your assigned session begins. We kindly ask for your cooperation in keeping the program on schedule.

To Speakers

1. Presentation Time

Overseas Invited Lecture	as informed in advance
APAGE Special Lecture	15-min presentation/ person
KSGE Educational Session	20-min presentation / person
IS Symposium	10-min presentation + 3-min Q&A/ person
KSGE Session	10-min presentation + 2-min Q&A/ person
APAGE Oral Session	6-min presentation + 2-min Q&A/ person

We kindly ask for your cooperation in ensuring that your presentation finishes within the designated time.

2. PC Preview Desk:

Presentation data will be accepted at the PC Preview Desk during the following dates and times. Please complete your submission at least 30 minutes prior to your session.

We recommend allowing ample time for submission and preview, as there may be congestion. You are welcome to submit your presentation data on a day prior to your session.

< PC Preview Desk >

Hakodate Arena Lobby (1F)

September 17 (Thu) 9:30 – 18:00

September 18 (Fri) 8:00 – 18:00

September 19 (Sat) 7:30 – 15:30

Please be seated in the "Next Speaker's Seat" (located at the front left side of the venue) at least 15 minutes before your scheduled presentation time.

3. Presentation Method

- All oral presentations must be made using PowerPoint on a PC.
- Data Arrival:
 - ▶ For Windows users: You may bring your data on a USB flash drive or a laptop.
 - ▶ For Macintosh users: If your data created on a Mac, please bring your data on your own Mac laptop.
 - ▶ For presenters including Video Content: Please bring your data on your own laptop.
- Please ensure that both your USB flash drive and laptop have been scanned with the latest antivirus software, and verify in advance that all display and functionality aspects are working properly.
- The PowerPoint "Presenter View" cannot be used. If you require a manuscript, please bring a printed copy at the time of the presentation.
- You will be responsible for operating the equipment on the podium during your presentation, including the monitor, mouse, and keyboard.
- On-Site Equipment Setup:
 - OS: Windows 11
 - Application Software: Microsoft 365

4. Preparing Presentation Data

- The application must be Microsoft PowerPoint 2016 or later.
- The recommended slide aspect ratio is 16:9 (4:3 also acceptable).

- Please use fonts that are standard in Windows 11.
- The file name for your data should follow this format:
"Presentation Number_Name" (e.g., AOS1-1_your name).
- Video files should be created in MP4 format, compatible with standard Windows 11 players such as Movies & TV or Windows Media Player 11, and should be embedded within the PowerPoint file (.pptx format). Please place your slides and video files in the same folder.
- The presentation data you submit will be completely deleted by the secretariat after the conclusion of the conference.

5. For those bringing their own laptops

- The connection to the LCD projector is via HDMI. If a conversion adapter is needed, please bring it with you.
- Presentations cannot be made using the laptop's battery. Please ensure you bring an AC adapter.
- After completing your preview and registration at the PC Preview Desk, please bring your laptop to the PC Operator Desk located at the front left of the presentation room at least 20 minutes before your session. You may do this even during another speaker's presentation. The staff will connect the necessary cables and check the external display output.
- If your laptop is password-protected, please disable the password lock. Also, please ensure that sleep mode, energy-saving settings, screen savers, and automatic virus scans are all disabled during your presentation.
- For backup purposes, please bring your data on a USB flash drive as well.

6. COI (Conflicts of Interest) – For All Speakers

Please disclose any conflicts of interest (COI) at the beginning of your presentation, or immediately after the slide introducing yourself.

The slide templates can be downloaded from the 'Information for Chairs and Speakers' page on the website. (These slides are samples; the format may be adjusted as needed.)