

Instructions for Chairs and Presenters

For Oral Presenters

1. PC Preview

Please register and preview your data at the PC Center at least 30 minutes before your presentation.

<PC Center Opening Hours and Location>

Opening Hours	
	Fri, July 25 8:30-17:00
	Sat, July 26 8:30-16:30
	Sun, July 27 8:30-11:00
Location	
Room 1 - 4	1F Entrance Lobby, Akita Arts Theatre Milhas
Room 5・6, WS1・2	2F Foyer, Akita City Cultural Creation Center
Room 7 - 9	3F Elevator hall, Nigiwai Koryukan AU

* Please note that registration of presenters in the morning program will be given priority until 9:00 on both days.

Although preview can be available at the PC center, corrections are not acceptable.

* Displays, keyboards and mice are provided on the podium.

As the first slide will be projected by the secretariat, please operate from the second slide by yourself.

2. Preparing Presentation Data

[If you bring your own media]

1) How to bring presentation data

* Please create your presentation data in "Microsoft PowerPoint" and save it in a USB flash drive and bring them.

* When copying your presentation data to media, be sure to finalize the data (close the session and save it on the USB you used). If the data is not finalized, it will not open on other PCs.

* If your presentation data includes movie/video, please bring your own laptop in case of any troubles. (Windows only, Mac and others not supported.)

2) Presentation data creating environment

* The following OS and applications are available at the PC center.

OS: Windows 11

Application: PowerPoint365

If you create your data on Macintosh, please bring your own laptop and output adapter.

<Data creating environment>

Application: MS Windows PowerPoint 2024

Font: Arial, Arial Black, Century, Century Gothic, Times New Roman

Symbol notation (recommended): Symbol, etc.

Using standard fonts in Windows is recommended.

3) The resolution of the LCD projector is Full HD (1920 x 1080 pixels). The recommended slide size

is widescreen (16:9 ratio).

- 4) If your presentation data is linked to movie/video, those linked files should also be saved in the same folder.

Please confirm the operation on another PC that was not used for data creation.

Windows: Windows Media Player

*** Note**

Ensure your video file can be played using the codecs included in the default settings of Windows 10 and Windows Media Player 12 (MP4 format recommended).

Audio output is also possible.

- 5) Be sure to test and review all the presentation slides in advance to ensure that they work properly.

- 6) Do not select “Use Presenter View” of slideshow tab in PowerPoint.

- 7) All presentation data will be disregarded as soon as possible after the conference.

[If you bring your own laptop]

- 1) Operation Confirmation: Confirm the operation of the presentation data on another PC that was not used for data creation. There is no guarantee of operation in Non-Windows PC, iPad, Surface GO, and other tablet devices. Use them at your own risk.
- 2) Connector: The secretariat will prepare an HDMI cable connector for PC. If your laptop needs a connector to convert to HDMI, please bring your own cable.
- 3) AC Adapter: Please be sure to bring your own AC adapter.
- 4) Settings: Deactivate screensaver and power-saving mode in advance. If not deactivated, the mode will be changed at the PC center.
- 5) Backup Data: Please bring backup data for your presentation.
- 6) Laptop Drop-off: After PC preview check, please bring your laptop to the operator's desk at the front left of the session room at least 20 minutes before your presentation. It will be returned at the desk after the presentation.

3. Presentation time

All presenters must start and finish punctually as scheduled to ensure sessions proceed smoothly.

Invited lecture: Presentation time differs depending on each program. Allocation time for each appointed speaker will be notified by the secretariat.

Student Award: 7 min. (Presentation 5 min. / Q&A 2 min.)

Young Investigator Award: 10 min. (Presentation 7 min. / Q&A 3 min.)

Oral presentation: 7 min. (Presentation 5 min. / Q&A 2 min.)

For e-Poster Presenters

1. Guidelines for Creating e-Poster Slides

1. Please prepare your e-poster presentation slides as a PDF file in 16:9 format.

2. Number of slides: Approximately 10 (excluding the COI slide)

File size limit: Around 100MB

3. Disclosure of Conflict of Interest (COI) by the presenting author must be included on the second slide (immediately following the title slide).

For details on what needs to be disclosed, please refer to:

<https://www.congre.co.jp/jsme57/coi.html>

2. Advance Submission and On-Demand Distribution of e-Poster Slides

In addition to on-site presentations, e-poster sessions at this meeting will include on-demand distribution of the slides (PDF format) starting prior to the conference. Please prepare accordingly as follows:

[Schedule for Submission and Distribution]

- Submission Deadline: Mon, June 30, 2025
- On-Demand Distribution Start Date (Planned): Tue, July 15, 2025

Details regarding the submission procedure will be provided individually by the Secretariat.

3. About the e-Poster Presentations

1. Presentations will be conducted using the pre-submitted slide data displayed on monitors via PCs installed at the e-poster booth.
2. The pre-submitted slide data will be saved on the PCs at the e-poster booth. Please operate the PC yourself to display and present your slides.
3. Each poster presentation is allotted 7 minutes (5 minutes for presentation and 2 minutes for Q&A).
4. Please arrive at your assigned e-poster booth at least 10 minutes before your session begins.
If you are scheduled to speak in another session immediately beforehand, arriving 10 minutes early may not be feasible—please come as early as possible within reason.

Young Investigator Award (YIA) and Student Award (SA)

The Young Investigator Award and Student Award: Award winners including best Awardee of each session will be recognized at the end of YIA/SA sessions. Please note that all YIA and SA presenters are requested to stay until the end of the session, as there will be an award ceremony.