

Instructions for Chairs and Presenters

For Chairpersons

Please be seated in the Next Chair's Seat located at the front right of the session room no later than 10 minutes before the start of the session.

For Oral Presenters

- All speakers are requested to visit the PC Preview Center, which is located in the Entrance Hall of the Sapporo Convention Center, prior to their presentation to check in their presentation data.
- Please check in your presentation no later than one hour before the start of your session.
- Please name your presentation file using the following format: Presentation No. _ Presenter's full name
- We recommend preparing your presentation slides in the 16:9 widescreen format.
- If you plan to use your own laptop, please bring it to the PC Preview Center for an operational check before the session.
- Presenter View will not be available.
- Please be seated in the Next Speaker's Seat located at the front left side of the session room no later than 15 minutes before the start of your session.

Opening Hours	
Thursday, August 27	9:00 am – 4:00 pm
Friday, August 28	9:00 am – 4:00 pm
Saturday, August 29	9:00 am – 2:00 pm

For Poster Presenters

- Posters will be displayed throughout the congress. There will be no scheduled presentation sessions with chairpersons. Instead, presenters are asked to be available during the discussion periods below. During these times, presenters are kindly requested to remain at their assigned board whenever possible to answer questions and exchange ideas.
 - (1) Thursday, August 27, 12:40 13:40 (JST)
 - (2) Friday, August 28, 12:40 13:40 (JST)
- Outside the discussion periods above, you are also encouraged to interact with

participants who visit your poster.

- Please mount your poster during the scheduled mounting period. It will remain on display for the duration of the congress.
- Please indicate your Conflict of Interest (COI) disclosure in the lower right corner of your poster.

[Poster Mounting, Viewing, and Removal Schedule]

- Mounting:

Thursday, August 27 8:00 11:00 (JST)

- Viewing:

Thursday, August 27 11:00 16:00 (JST)

Friday, August 28 8:00 16:00 (JST)

Saturday, August 29 8:00 12:00 (JST)

- Discussion Periods:

Thursday, August 27 12:40 13:40 (JST)

Friday, August 28 12:40 13:40 (JST)

- Removal:

Saturday, August 29 12:00 14:00 (JST)

Please note: Any materials remaining after the removal period will be discarded by the Congress Secretariat.

[Poster Panel Specifications]

- Presentation Number: 20 cm (W) x 20 cm(H)

Prepared and displayed by the Congress Secretariat in the upper left corner of the board.

- Title / Presenter(s) / Affiliation(s): 70 cm (W) x 20 cm (H)
- Poster Area: Maximum 90 cm (W) x 160 cm (H), Vertical format

The font size is at your discretion; however, please ensure that the content is clearly legible from a distance of approximately 2-3 meters.