For Session Chairpersons and Presenters

[Guidelines for Chairpersons (Oral Presentation)]

Please be seated at the next chairperson's seat (front right of the room) at least 15 min before the session starts.

Please make sure to inform the room staff of your arrival.

Please be punctual and carefully follow the allotted time limits.

[Guidelines for Chairpersons (Poster Presentation)]

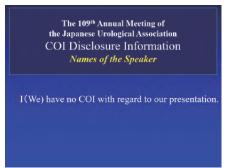Please come to the **Check-in Desk for Poster Session** at least 15 minutes before the session. We will not announce the beginning of the sessions. Please start your session once the time comes.
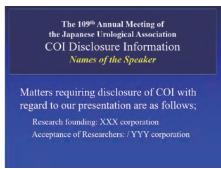
Please be punctual and carefully follow the allotted time limits.

[Guidelines for All Presenters]

COI Information disclosure must be included in all presentations. Please include a COI slide at the beginning or next to instruction of presenter slide using the sample slides below. You can also download them from the JUA2021 official website.

< Sample Slides >

[Guidelines for Oral Presenters]

1. PC Center

Presenters should register at the PC Center and complete a run-through of the connection and operation **at least 45 minutes** before their session. Once completed, please be seated at the next speaker's seat (front left of room) at least 15 minutes before your presentation.

Location	Tuesday, December 7	Wednesday, December 8	Thursday, December 9
PACIFICO Yokohama Conference Center, 1F	7:00 ～ 17:40	7:00 ～ 17:20	7:00 ～ 15:30

2. Allocated Time:

	Presentation	Discussion	Language
International Session Oral	5 min.	3 min.	English

3. Presentation guideline
   1） Prepare your presentation using PowerPoint (single screen only).
   2） PCs you can use
      ［1］ Windows: Your laptop PC or stored data.
               Recommended storage data: USB drive
               (Data must be scanned using the latest antivirus software beforehand)
      ［2］ Macintosh PC: Your own laptop PC only.
               No data files created within Mac computers are accepted.
   3） Title of presentation file: (Session Name_Presentation No._Your Name)
   4） Speakers are asked to operate their own presentation using the provided keyboard and mouse.
   5） If you need to printout your presentation slides, please do this on your own.

4. Data storage device (For Windows only)
   1） The venue is equipped with Windows PC with PowerPoint 2010 or later version.
   2） The screen resolution will be 16 : 9.
   3） Fonts recommendation: Arial / Arial Gothic / Century / Century Gothic)
      *Please note that fonts besides the above may not be displayed properly.
   4） If your presentation data includes moving images on a data storage device, use a format that works with the initial codec mode for Windows Media Player 11 or later (Recommended: MP4 or WMV format).
   5） If your presentation data contains linked files (still images, moving images, graphs etc.), store the PowerPoint file and linked files in one folder. Make sure to check beforehand on a different PC whether the linked files work properly.
   6） The speaker's podium is equipped with a monitor. Speakers are asked to operate their own presentation using the provided keyboard and mouse. You cannot use presenter tools; mirroring alone is possible.
   7） We will delete your data after the Annual Meeting.

5. Notes for speakers bringing their own PCs
   1） Please bring backup data (ie. USB data) and your own AC adaptor.
   2） Make sure that the data can be output to an external display. After checking at the PC center, bring your PC to the Operator Desk (at venue), 20 minutes prior to your presentation. We will return your PC immediately after your presentation.
   3） The venue is equipped with HDMI video output.
   4） All energy-conserving functions such as screen-savers, sleep/power-saving modes should be disabled. Also remove password settings.
   5） The speaker's podium is equipped with a monitor. Speakers are asked to operate their own presentation using the provided keyboard and mouse. You cannot use presenter tools. Also, please do not take your PC to the podium.

[Guidelines for Poster Presenters]

Poster sessions are held by using digital monitor. Presentation data should be submitted in advance. Please note that you cannot replace or modify your data after the submission period.

1. Allocated time:

	Presentation	Discussion	Language
International Session Poster	3 min.	2 min.	English

2. Presentation Guideline

Please come in front of your session booth at least 10 min before the session starts.
Please be punctual and carefully follow the allotted time limits.
Presentation booth differs from sessions, so please confirm your booth in advance.
* Please bring backup data in case of unforeseen circumstances.

3. Presentation Data Submission Period

Tuesday, November 2 - Thursday, November 25.

4. Presentation and viewing schedule

Date	Oral Presentation Presentation	International Session Poster Presentation	Viewing with Digital Monitor Onsite
Tuesday, December 7	13:15 ～ 17:10	—	8:00 ～ 18:00
Wednesday, December 8	9:00 ～ 11:55 14:40 ～ 16:35	—	8:00 ～ 17:00
Thursday, December 9	9:00 ～ 11:55 13:25 ～ 15:20	14:30 ～ 16:25	8:00 ～ 16:00