

Information for Chairpersons and Speakers

For Chairs

- * Please be seated at the next chairperson's seat 15 min. prior to the beginning of your session.
- * Please be punctual and carefully follow the allotted time limits.

For Presenters

1 . Presentation Time

[Special Lecture / Education Lecture / Symposium / Sponsored Seminar] at the direction of the chairperson

[Workshop] Presentation time: 20 min. including 5 min. Q&A

[Oral Session] Presentation time: 11 min. including 3 min. Q&A

- * Please be seated at the next presenter's seat prior to the beginning of your presentation.
- * Please give your presentation on time.

2 . Presentation Language

[English] Symposium 1 · 3, Sponsored Seminar 3

[Japanese] Special Lecture, Educational Lecture 1 · 2, Symposium 4, Sponsored Seminar 1~2, 4~8

[English/Japanese] Symposium 2 · 5, Workshop, Oral Session, Poster

3 . PC Preview/Presentation Data

- * Please complete previewing / submitting your presentation data 30 min. prior to the beginning of your presentation at the PC Center.
- * The OS and applications for the computer provided for presentations are as follows:
OS: Windows 10
Applications: Windows PowerPoint2021
- * Presentation data must be made by Windows PowerPoint2016 or later and can only be accepted by USB flash memory.
- * If you are using Macintosh, please bring your computer.

[PC Center]

Date	Time	Place
September 26 (Tue)	8 : 15~17 : 00	Lobby
September 27 (Wed)	8 : 15~17 : 00	2F, Conference Bldg.
September 28 (Thu)	8 : 15~14 : 00	Sendai International Center

- * Please note that the presenters who give a presentation on the day will be given the highest priority for previewing / submitting their data. So you may not be able to preview / submit your presentation data for the next day and / or the day after if the PC Center is crowded.

[Notes for whom bringing a USB memory stick]

- * We recommend the 16:9 aspect ratio for presentation slides.
- * The title of your presentation file should be "your program number_your name". e.g.) O1-1-1_XXXXX.ppt or O1-1-1_XXXXX.pptx.
- * OS-standard fonts are recommended such as; Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia, Times New Roman

- * Please check your presentation data including images by pasting the data from host/main computer to another computer if the data is shown properly.
- * Please run a virus check on your computer in advance.
- * Presenter View in PowerPoint Slide Show cannot be used.
- * All the copied data will be deleted by organizers appropriately after the congress ended.

[Notes for whom bringing own computer]

- * Please bring a back-up copy of your data on USB memory stick in case your computer is unable to connect to the projector provided.
- * Please be sure to bring an AC adaptor to the presentation venue in case your computer's battery runs out.
- * Please bring HDMI conversion adaptor or a computer that fits with the same form as a HDMI.
- * Please adjust your computer setting so it does not revert to screensaver or energy-saving mode during your presentation.
- * Presenter View in PowerPoint Slide Show cannot be used.

4 . Disclosure of Conflict of Interest (COI)

- * COI disclosure is required at both oral and poster presentation.
- * Please report any conflict of interest (COI) in your presentation date.

Request to Poster Presenters

1 . Discussion time / Place

- Discussion time: 60 min.

Date	Installation	Poster Viewing	Poster Discussion time	Mixer time	Removal	Place
September 26 (Tue)	8:30-11:00	11:00-20:00	(Odd number*) 17:30~18:30	18:30~19:30	-	Poster & Exhibition Room Exhibition Bldg., Sendai International Center
September 27 (Wed)	-	9:00-20:00	(Even number*) 17:30~18:30	18:30~19:30	-	
September 28 (Thu)	-	9:00-14:00	-	-	14:00-15:00	

*Poster number

- All the posters will be displayed during the conference.
- All the presenters of the general oral sessions should present their posters in the poster sessions to further discuss their studies with the conference attendees.
- Presenters are requested to come to the front of your poster before the Discussion time, and please start on time.
- Posters which are not removed by the end of the removal time will be removed and disposed by the Secretariat.

2 . Presentation Language

English/Japanese

3 . Poster Format

- Please prepare the printed poster in a size of 180 cm long and 90 cm wide or smaller including title, name and affiliation.
- Poster number and pushpins will be prepared at your panel.

4 . Disclosure of Conflict of Interest (COI)

- * COI disclosure is required at both oral and poster presentation.
- * Please report any conflict of interest (COI) in your poster.

5. Young Investigators' Award

- P-●* : Candidates for the Young Investigators' Award
- Winner will be announced on our website after the conference.

