# **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.

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

# [PC 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
September 27 (Wed)	-	9:00-20:00	(Even number*) 17:30~18:30	18:30~19:30	-	Exhibition Bldg., Sendai International Center
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.

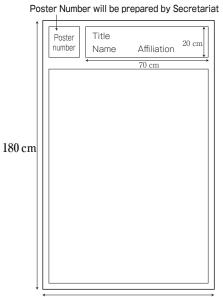
#### 4. Disclosure of Conflict of Interest (COI)

\* 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.



90 cm