Guide for Presentations

● Conflict of Interest (COI) Disclosure Policy
Please report any conflict of interest (COI).
COI disclosures must be indicated on the first or last slide of Oral Presentations, or the first of the poster presentations. Please download a template PPT slide from CVIT2018 website.

■ To Session Chairs, Commentators and Discussants

1. Special Program, Symposium, Panel Discussion, Round Table Discussion, Joint Session
   (1) Please be seated at the Next Chairs and Commentators Seat in the front row at least 10min. prior to your session. There will be no reception desk for chairs, commentators and discussants.
   * In case you are unable to attend the session for an unavoidable reason, please contact the secretariat (Kobe International Exhibition Hall No.2) at least 1 hour before your session starts and appoint someone to fill in your place.
   (2) Chairs are responsible for smooth progress of the session and following the time schedule.
   (3) Should you wish to ask a question, please stand by a microphone in the session room. According to the chair’s directions, please say your name and affiliation, and then ask your questions or make comments briefly.

2. Free Paper Oral Presentation
   (1) Please be seated at the Next Chairs Seat in the front row at least 10min. prior to your session. There will be no reception desk for chairs.
   * In case you are unable to attend the session for an unavoidable reason, please contact the secretariat (Kobe International Exhibition Hall No.2) at least 1 hour before your session starts and appoint someone to fill in your place.
   (2) Chairs are responsible for smooth progress of the session and following the time schedule.
   (3) Should you wish to ask a question, please stand by a microphone in the session room. According to the chair’s directions, please say your name and affiliation, and then ask your questions or make comments briefly.
   (4) Selection of the excellent presentations:
   Please select the excellent presentations by scoring each presentation.
The designated list of mark will be handed in each session room. Please return the list to the CVIT2018 staff in your session room after your selection.

3. Poster Session
   Please come to the Poster Reception Desk in Kobe International Exhibition Hall No.3 at least 15 min. prior to your session. Chairs are responsible for smooth progress of
the session and following the time schedule.
* In case you are unable to attend the session for unavoidable reason, please contact the Congress Secretariat (Kobe International Exhibition Hall No.2) at least 1 hour before your session starts and appoint a deputy chair.

■ To Speakers

1. Special Program, Symposium, Panel Discussion, Round Table Discussion, Joint Session
   ● Presentation
   Please be seated at the Next Speaker’s Seat in the session room at least 10 minutes prior to your session. For the smooth progress of the session, please follow the chair’s directions and strictly keep to the time allocations informed separately.

2. Free Paper Oral Presentation
   ● Presentation
   Please be seated at the Next Speaker’s Seat in the session room at least 10 minutes prior to your session. For the smooth progress of the session, please follow the chair’s directions.
   For Medical: Presentation 7 min., Discussion 5 min.
   For Co-Medical: Presentation 7 min., Discussion 3 min.

   ● PC Center
   PC Center: 1F, Kobe International Exhibition Hall No.3
   1F, Kobe International Exhibition Hall No.2
   B1F, Kobe Portopia Hotel (Main Building)

   Thursday, August 2       7:00 a.m. - 6:00 p.m.
   Friday, August 3         7:00 a.m. - 6:00 p.m.
   Saturday, August 4       7:00 a.m. - 3:00 p.m.
   Reviewing must be proceeded at least 60 min. prior to the presentation.

   ● Presentation Data
   Oral Presentations can only be made with Windows or Macintosh PCs (Single screen only). Speakers may choose to use your own laptop or bring your presentation data saved onto CD-R or USB memory stick.
   *Mac users and/or Speakers who wish to use moving pictures in your presentation, please bring your own laptop.
   Acceptable PowerPoint:
[Speakers who bring data only]

<Preparation>
(1) Media: Bring your data saved onto CD-R, USB memory stick or HDD.
(2) Fonts: To avoid display problems with your presentation, please use standard OS fonts only.
(3) Animations: Animations is applied for Windows Media Player only.
(4) Aspect ratio of the screen is 16:9 or 4:3.
(5) Please do not use presenter tool function for smooth progression of the session.
(6) All speakers are asked to take responsibility for checking virus and previewing the presentation data on more than two PCs.

<Presentation Procedures>
(1) Please review your presentation data at the PC Center at least 60 min. prior to the presentation.
(2) Your presentation data will be sent to the presentation room through LAN. During the presentation, PC operators will operate a PC and projection. As you reach the podium, the operator will start your presentation on the first slide and then you will control the presentation of your slide by yourself.
(3) Please use the mouse on the podium during your presentation. PC itself is NOT placed at the podium.
(4) Presentation data loaded at the PC Center will be completely deleted by the Secretariat after your presentation.

[Speakers who bring own laptop (Windows/Macintosh)]

<Preparation>
(1) No regulation for computer models, OS and applications, but your computer must have VGA D-sub15 pin female output or HDMI. Special video output adaptor is required for some laptops to use the D-sub 15pin or HDMI. Please make sure to unlock a password at a start-up, a screen saaver, virus checking and power-saving setup in advance.
(2) Please do not use presenter tool function for smooth progression of the session.
(3) Please review your data at PC Center if it works properly if video and audio included.
(4) Please make sure to bring AC power cable with you. Running your computer with battery only might cause a trouble.
(5) It is recommended to have your data backed up in case of computer trouble.

<Presentation Procedures>
(1) Please bring your own laptop and review your presentation data at the PC Center at least 60 min. prior to the presentation.
(2) Bring your laptop to “PC Operator Desk” located at each session room by yourself 20 min. prior to your scheduled session time. PC Operators will operate a PC and projection at PC Operator Desk.
(3) Please use the mouse on the podium during your presentation. PC itself is NOT placed at the podium. As you reach the podium, the operator will start your presentation on the first slide and then you will control the presentation of your slide by yourself.

(4) After your presentation finished, your computer will be returned to you. Please come to the operator's desk and collect your computer.

3. Poster Presentation

- Poster Presentation Area
  Exhibition hall, 1F, Kobe International Exhibition Hall No.3

- Poster Reception Desk
  Poster Presenters are asked to come to Poster Reception Desk when you mount your poster and we will explain where to put the poster and about presentation method.

- Set Up / Removal Times

<table>
<thead>
<tr>
<th>Dates</th>
<th>Set up</th>
<th>Session</th>
<th>Removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 2</td>
<td>7:00 a.m. -8:45 a.m.</td>
<td>9:30 a.m. -10:30 a.m.</td>
<td>6:30 p.m. -7:00 p.m.</td>
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<td></td>
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<td>4:15 p.m. - 5:15 p.m.</td>
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<tr>
<td>Friday, August 3</td>
<td>7:00 a.m. -9:00 a.m.</td>
<td>9:30 a.m. -10:30 a.m.</td>
<td>6:30 p.m. -7:00 p.m.</td>
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<td>4:00 p.m. - 5:00 p.m.</td>
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<tr>
<td>Saturday, August 4</td>
<td>7:00 a.m. -9:00 a.m.</td>
<td>9:30 a.m. -10:30 a.m.</td>
<td>4:00 p.m. -4:30 p.m.</td>
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<td>1:30 p.m. - 2:30 p.m.</td>
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