Information for Chairpersons and Speakers (Oral Presentations)

Presentation slide, language, and time

Meeting	Session	Slide	Language	Time
BCVR	Grant Session	English	English	8 min. for presentation/ 4 min. for QA
	Progress Report	English	English	10 min. for presentation/ 8 min. for QA
	Award Session	English	English	8 min. for presentation/ 4 min. for QA
JVBMO	YIA	Japanese or English	Japanese or English	9 min. for presentation/ 4 min. for QA
	Oral	Japanese or English	Japanese or English	8 min. for presentation/ 2 min. for QA
ISHR	YIA	English	English	10 min. for presentation/ 3 min. for QA

Please be sure to include a title slide (session name, presentation number, presentation title, speaker's name, affiliation) and COI (conflict of interest) disclosure slides. For BCVR, co-presenters are also required to self-disclose any COI status.

Presentation slide

・Data format: PowerPoint
・Pages : No limited
・Size : Recommendation 16 : 9 (4 : 3 is available)
・If you are going to give a presentation at the venue, the application software compatible with the PC at the venue is PowerPoint for Windows (PowerPoint 2021). Please use Windows standard fonts. Media that can be brought in is CD-R (CD-RW is not acceptable) or USB flash memory. If you want to use videos or create presentation data on a Macintosh, please bring your own PC. Please bring a power adapter and HDMI terminal or MiniD-sub 15 pin connector for connection.

How to proceed each session

<For Chairpersons>

Please be seated at the next chairperson's seat at the front right side of the room at least 10 minutes before the session starts.

<For Speakers>

There is no PC preview Corner for this meeting.
Speakers are requested to bring their presentation data or PC directly to the video operator's table in the lecture hall where their session is held at least 30minutes before the session starts.

\<How to proceed each session\>

・No announce staff is at all rooms. Please start your session, so please start the session under the chairperson's facilitation.

・In the case of on-site presentations, the operator will project the first slide, so please use the mouse on the podium and operate it yourself. In the case of remote presentation, the speaker should prepare the slide data on his/her own PC and use the "screen sharing function" to show the slides to the participants.

・After the presentation, please have a Q&A session and conclude your presentation following Chairperson's facilitation.

・If there is a next speaker in the session, the chairperson should instruct the start of the presentation of the next speaker.

・Please end the session when all the presentations in the session are finished.