

Instructions for Oral Presentations

Allotted time for presentations

- Case Conference: (4 minutes duration) 3 minutes presentation and 1 minute discussion
(7 minutes duration) 5 minutes presentation and 2 minutes discussion
- Asia Symposium: 4 minutes presentation
12 minutes discussion after all presentations
- Scientific Paper Session: 5 minutes presentation or 7 minutes presentation
Please participate discussion of your part. (Refer to the program page)
- Distinguished poster presentations (Travel Grant / Best Poster Award for Japanese): 3 minutes (No discussion time)

To All Speakers

Speakers should note the following information:

- Please make sure to be in the session room and notify the conference staff at least 60 minutes before the session starts.
- All speakers are requested to bring their own PC or the data (PPT) on a USB memory stick for presentation. The session rooms are equipped with a Windows laptop PC and LCD projector on which Microsoft PowerPoint is installed (OS: Windows10, Software: Microsoft PowerPoint 2021).
- Slides with aspect ratio of 16:9 is recommended for presentations.

Those who bring their data in USB memory stick:

- Speakers who bring their presentation data (PPT) by a USB memory stick are required to use the Windows format. The name of the file should be labeled with your name.
- Speakers are asked to submit their data to the Speaker's Desk in 60 minutes before your assigned session starts.

Those who use their own laptop:

- In case the presenter use Macintosh or special software except PowerPoint 2013, 2019, 2021 for presentation, it is recommended to use their own laptop. PCs must have a display output interface with HDMI or a D-sub 15-pin plug. If necessary, bring an adaptor.

To Session Chairs

- 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.

Instructions for Posters

- Poster venue: Room 3, Hall B located on the 4th floor of Toranomom Hills Forum.
- Presenters must be in front of their poster board and present during the discussion time.
- Each poster is allotted one poster board as shown below.
- All speakers should wear ribbons. These ribbons will be distributed on their poster boards.
- All speakers for Poster Sessions are responsible for setting up and cleaning up their own posters.

Please refer to the following time table as shown below.

	Poster Set-up	Exhibition	Free Discussion	Poster Clean-up
March 22(Fri.)	13:00-16:00	16:00-18:00	—	—
March 23(Sat.)	—	8:00-17:45	17:45-18:15	—
March 24(Sun.)	—	8:00-16:40	—	16:40-17:00

*If presenters can not set or remove their posters during the determined time in some reasons, please contact to the secretariat.

Poster Board

The size of one poster board is 90cm wide x 180cm high.

A poster number (20cm wide x 20cm high) will be posted on the top left corner, please design the poster so it shall not cover the poster number.

Presenters should prepare the poster's header (70cm wide x 20cm high) on the top. The header should include the poster title, their affiliations(s) and their name(s).

Presenters should use pushpins to put up their posters. Pushpins will be prepared by the secretariat and provided with your poster section.

The remaining posters after the removal time will be disposed by the secretariat.

- * If authors have any conflict of interest to disclose, the category and company names should be described at the bottom of the poster, after the presenters' name.

