8th APOTC.2024 Sapporo.Japan

Empowering Collaborative Community:
Sustainable and Evidence-Based Occupational Therapy

Dates **November 6WED–9SAT, 2024**

Venue **Sapporo Convention Center SAPPORO, JAPAN**

Convenors **Ling-Hui Chang** President of APOTRG

Shinichi Yamamoto President of JAOT

Guidelines for Congress Theme and Oral Sessions

APOTC2024 extend our appreciation to you for submitting the abstracts to present at the upcoming APOTC2024 from 6 – 9 November 2024. This document has been prepared to assist you with planning a successful presentation for the Congress.

Should you have any questions about the requirements outlined in this document please do not hesitate to contact the APOTC2024 Secretariat at abs-apotc2024@c-linkage.co.jp

About your presentation

Please check your email and the programme on APOTC2024 Website to see which session you have been scheduled to present. **https://www.c-linkage.co.jp/apotc2024/pdf/overview_schedule_en.pdf**

Please note that the organizer will be taking photos in the venue for the purpose to use in congress report. Photography by the speakers and participants is not prohibited, so please make sure to omit any information that could identify patient/client.

Presentation Length

Presentation Type	Presentation Length	Q & A
Congress Theme Session	15minutes	30minutes roundtable discussions after all presentation
Oral Session	10minutes	3minutes after each presentation

All sessions will start and end on time, and this will be strictly enforced by the session Chairs. Timing devices will be used to show you when your time limit is approaching and when you must stop speaking.

Audio Visual (AV)

Each presentation room is equipped with a Windows PC. All rooms will be set up in theatre style seating, and contain the following standard AV:

- Lectern

- Microphone

- Timing Device

- Fold back monitor

- Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, remote mouse (with laser pointer), computer audio and a **16:9** projection screen.

A remote mouse will be provided to forward your slides. A roving technician will be on hand for assistance with AV.

Your session

Please be at the **appointed session room at least 10 minutes before the beginning of your session** to meet with the Session Chairs and confirm how the session will run. You may want to:

- Learn how to use the AV equipment

- Familiarise yourself with the timing equipment

- Discuss how the question time will be handled

Arriving early to your session gives you the best chance to feel comfortable with the Congress space, presentation technology and management of the session.

Presenters should sit in the front row during your session.

At the start of the session the Session Chair will introduce themselves, the theme and general format for the session. All presenters will be introduced by the Session Chair as per their details in the programme in the Congress Handbook/App.

A Congress Staff still open your presentation file for you. Once you are introduced and invited up to the stage, you can move your slides forward using the remote mouse.

Presentations are made only in English.

Images and Video files

Presenters are encouraged to use images in their presentations, where relevant, however it is the presenters' responsibility to ensure they have the relevant copyright.

If your presentation includes any online video, please download video and embed into your presentation.

Presentation Format

The Congress audio visual will use **Microsoft Office PowerPoint 365, in 16:9 format.**

- Any video clips within your presentation are to be in either AVI or WMV format playable in PowerPoint. Please check that the video has been tested when you check in at the Speaker's PC Desk.

- If your presentation was created on a MAC and converted to run on a PC, you must convert your files (e.g. QuickTime etc.) to AVI or WMV files. Please test it before you come to the Congress. Make sure that the hyperlinks still function.

- As presentations will be screening from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture toolbar.

- Recommended fonts are; Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia

- Please do NOT include any identifiable information of patients/clients (i.e., names, hospital ID numbers or photos with face).

- Please save your presentation data on a USB flash drive and bring it to the Speaker's PC

Desk. Make sure to prepare back up data.

・ Your PowerPoint file should be named according to the following format.
   "Your presentation number_Your Full name".
   Eg.,) O1-2-4-3_Tarou Sagyou

・ All data saved into the server will be completely deleted upon the completion of this congress.

Speaker's PC Desk

All presenters are required to check in to the PC Desk. Bring your presentation data on an USB Flash Drive. If you are presenting on Wednesday 6 November, you need to check in at least 2 hours prior to their session. If your presentation is scheduled on Thursday 7 or Friday 8, please check in at least the day before to allow time to ensure their presentation can be opened and uploaded onto the Congress AV network.

Handouts

If you wish to provide materials for participants at the Congress, you need to bring these with you as there will be no photocopying facilities available onsite.

Registration

All presenting authors must be registered by July 31 2024 (JST) in order to remain in the programme. There are no discounts for presenters, simply select the registration type that best suits your current status.

https://www.c-linkage.co.jp/apotc2024/registration.html

Further Information

If you require further information about registration, programme or venue, please contact the APOTC2024 Secretariat.

＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝＝

Secretariat for the 8th Asia Pacific Occupational Therapy Congress (APOTC2024)
Email: abs-apotc2024@c-linkage.co.jp