■ Information for Presenters

< **Disclosure of Conflict of Interest (COI)** >

Every speaker of both oral and poster sessions should disclose every Conflict of Interest (COI) whether you have any COI or not. Oral speakers should disclose COI in the first slide, poster speakers should disclose COI at the bottom of the poster.

< **PC Presentation** >

1. You are recommended to prepare all of your presentation slides in 16:9 wide screen format. Though if you may use slides made in 4:3 format, the slides will not be displayed at full screen size (blank spaces will appear on both sides of the screen).
2. Please bring your own PC. Please bring your presentation data by a USB memory stick as a backup.
3. Please make sure to bring an AC adapter and other necessary adapters with you. Your PC should be equipped with a power code suitable for 100V, Type A (Japanese 2-pin) plug.
4. Your PC will be connected to the projector with a "HDMI" cable. Some PCs (Mac or thin laptops) will require a conversion adapter. Please make sure to check the compatibility of your PC with the projector during the coffee break or lunch break prior to your session.
5. You are requested to go to the Presentation Room at least 10 minutes prior to start of your session.
6. Please make your presentation in English. There will be no interpretations.

< Poster Presentation >

- Preparation time of displaying posters   8:30 a.m. – 10:00 a.m.
- Removal time   3:30 p.m. – 5:00 p.m.

1. Presentation time will be 5 minutes, question-and-answer session will be 3 minutes for each poster presentation.

2. Poster panel will be prepared as the figure on the right. Speakers should prepare "Title", "Speaker's name", "Affiliation" within the size limit of 20cm × 70cm. The size limit of "Details of presentation" is 190cm × 90cm. Organizer will prepare "Presentation Number" and push pins for displaying.

3. There is no registration desk for poster speakers. Please wait in front of your poster panel 5 minutes before designated beginning time of your poster presentation.

4. Please be punctual of the designated time of displaying and removing.

5. Please bring back removed posters with you, and note that posters remaining beyond removal time will be disposed by organizer.
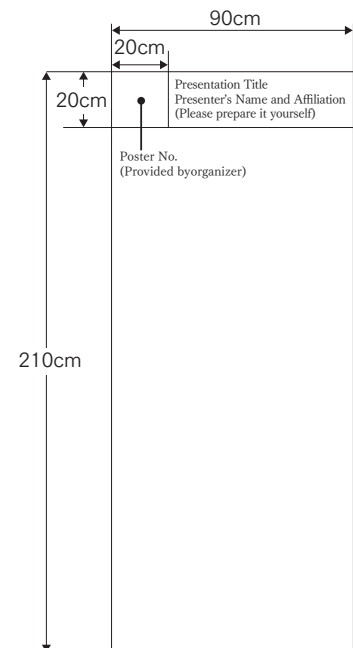
■ Information for Chairs

1. Please inform the staff about your session in-charge at the registration desk.
2. Chairs of oral sessions, please be seated at "Next Chair's Seat" 10 minutes prior to your session in-charge.
3. Chairs of poster sessions, please stand in front of the first poster panel of your session in-charge 5 minutes before start time.
4. Your punctuality and adherence to the time limits for presentations and question-and-answer sessions would be appreciated.