Information for Presenters

For Presenters of Free Paper Oral Sessions

1） Allotted time：8 min.（4 min. for presentation and 3 min. for discussion and 1 min. for English comment）, Please make your presentation according to the "English Presentation Comment Sheet" at the end of this information.

2） Please note that the yellow lamp will turn on 1 minute before the end time, red lamp will turn on at the ending time of the presentation as a guide.

3） Please be ready at "the seat for next speaker" in the session room at least 20 min. before your presentation.

4） All presentations must be made in the form of a PC presentation.

5） PC desk is located on the 6th floor of Toshi Center Hotel. Please check in at the PC desk to do a run-through earlier than 30 min. before your scheduled presentation time.

6） You are requested to operate the mouse at the podium by yourself.

7） Please specify at the PC desk if you have video images.

8） You are requested not to modify your data at the PC desk.

Disclosure of Conflict of Interest（COI）

Every speaker should disclose every Conflict of Interest（COI）whether you have any COI or not in the first slide.

For Presenters bringing your data only（Not bringing your own PC）

1） The OS of our PC will be Windows 11.

2） Power Point 2016, 2019, and office365 will be available for your presentation on site.

3） USB memory stick can be accepted if data has been created with Windows.

4） Do not input any data except your presentation on your media.

5） Data created with Macintosh cannot be accepted. If you made your data by Macintosh, please bring your own PC.

6） Only standard fonts loaded in Power Point can be used.

7） Make sure to check with anti-virus software and have a preview by other PC in advance.

8） Upon preparing your data, check if it functions normally on the PC other than yours.

9） If you request to use video images by PC data, the data must be playable with Windows Media Player.（If there are video images in your presentation, we recommend you to bring your own PC.）

For Presenters bringing your own PC

1) Please be sure to bring a power supply cable.

2) Please note that you may not be able to use "presenter view".

3) HDMI is prepared as a cable connector for your presentation.
Please prepare and bring the PC that connects well, and if you need a connecting converter, please bring your own.

4) After checking in at the PC desk, you are required to bring your own PC to the PC operator's desk（next to the speaker's podium）3 presentations before yours. Please open up the presentation file in advance. We cannot keep your PC prior to 3 presentations before yours.

5) Please receive your PC at the PC operator's desk immediately after your presentation.

For Chairpersons

1) Please come to the Registration Desk for Chairpersons earlier than 30 min. before your session in charge.

2) Please keep the time for the presentation and discussion to ensure smooth proceeding.