

Instruction for Moderators and Speakers

Moderators

- All moderators are asked to be in their session room no later than 15 minutes prior to the session.
- Moderators should make effort to maintain the time schedule in cooperation with the time keeper, and give warnings to the speakers, if needed.

Oral Session

- Length of Presentation

Oral Presentation: 7 minutes (5 minutes presentation, 2 minutes Q&A)

- Equipment

OS: Windows 10

Microsoft PowerPoint 365

- Speaker Preparation Desk

- ◆ Speakers Preparation Desk is located in Business center in the 3rd floor of the Nagoya convention hall. All speakers are requested to come to the Speaker Preparation Desk at least 30 minutes in advance of their presentations to verify if the data functions properly on the equipment provided.
- ◆ It will be open during the following hours.
Wednesday, March 12, 11:30 a.m. - 17:30 p.m.
Thursday, March 13, 8:00 a.m. - 18:00 p.m.
- ◆ Speakers will use PowerPoint presentations. All presentations will be loaded onto a server (At the Speaker Preparation Desk) and distributed to the Presentation room at an appropriate time via a LAN.

- PowerPoint Presenters

- ◆ In case using a video files, you should bring your own laptop and make sure that the data is applicable to Windows Media Player.
- ◆ Only the standard fonts with Windows 10 (OS) (e.g., Arial, Arial Black, Century, Century Gothic, Times New Roman) are accepted for your presentation file, and unusual fonts may not be displayed properly on the computers in session rooms.
- ◆ Include any external files utilized (e.g. movie files) in the same folder as your presentation file. Copy the entire folder to the USB flash Drive.
- ◆ Video clips can be embedded in PowerPoint presentations, but it is strongly recommended to bring your own laptop with the original video file as a backup.
- ◆ In order to avoid virus infection, please scan your presentation file with updated anti-virus software beforehand.



- Important note for Macintosh users

◆ You should bring your own Macintosh since there would be technical issues that can arise when PowerPoint files created on a Macintosh are run on a Windows PC.

[For Presenters who will be Bringing Your Own Laptop]

- a. Bring your laptop (Windows / Macintosh) and its AC adapters.
- b. Ensure that it is compatible with the HDMI.
- c. All energy-conserving functions such as power-saving setting should be disabled on PCs to be used in the presentation.
- d. Do not use presenter view for the presentation.

[HDMI]



- e. Make sure to prepare and bring backup of the presentation data on or USB flash memory, even if you are using own device for your presentation.
- f. After stopping by the PC Preview Desk, please come to your session room at least 20 minutes prior to your session start to drop off your PC to the AV operator. Please don't forget to pick up your PC after your presentation.
- g. Monitor, keyboard and mouse will be set on podium.

- COI

Please insert a COI disclosure slide as the 2nd slide, regardless of whether you have a conflict of interest or not.

Poster Session

- On the Day of Your Presentation

◆ The Venue and Timetable for Poster Sessions are as follows:

Location: Poster Venue (in the 4th floor of the Nagoya convention hall)

Timetable:

	Wednesday, 12 March
Mounting Viewing	8:00 - 12:35
Presentation	12:35 - 13:10
Removal	13:10 - 18:00

*Please be advised that any posters remaining after the end of removal time above will be disposed by the secretariat.

- ◆ Poster Numbers assigned by the secretariat are indicated in the upper left of the poster panels. Please find the panel with your Poster Number and put up posters.
- ◆ Presentation format and time
A5-minutes presentation is followed by a 2-minute question & answer session, 7minutes in total.
Presentation and discussion take place in front of each poster. Follow directions of the chair for the time of your presentation and keep to the time strictly.

- Poster Details

- ◆ The poster panel size is 160 cm high & 90 cm wide.
The area excluding the Poster Number section can be used.
- ◆ Create your posters according to the following procedures.
 - a. Indicate the title, name and affiliation of the presenter in the uppermost section sized 20 cm high & 70cmwide.
 - b. Poster dimension: 140 cm high & 90 cm wide.
 - c. Place the Conflict of Interest (COI) disclosure in the bottom section

- COI

Please insert a COI disclosure slide as the 2nd slide, regardless of whether you have a conflict of interest or not.