

Instructions for Speakers and Chairs

Please make sure to include a title slide at the beginning of your presentation.

The title slide must contain the following information:

Session name, Presentation number, Presentation title, Presenter's name and affiliation and COI (Conflict of Interest) disclosure.

1. Oral Session Program

◆ Instructions for Session Chairs

- Please be seated at the **Next Chair's Seat** inside the session room **at least 10 minutes before the session begins**. Materials for speaker introductions will be provided.
- There will be **no announcements**. Please start the session upon receiving the signal from the floor director.
- The session will be conducted at the discretion of the Chair. Please ensure that the session ends within the scheduled time. If the session exceeds the scheduled time, the floor director will notify you.
- If any issues arise, please contact the floor director.

◆ Instructions for Designated Speakers

(1) Presentation Time

- Please prepare according to the time allocated to you individually.
- A timer will be placed on the podium. Please keep strictly to your time.
 - **Yellow light:** 5 minutes before the end
 - **Red light:** End of presentation time
- Q&A will be moderated by the session Chairs.

(2) Submission of Presentation Data

- Please submit your presentation data to the Operator's Desk located at the front left of the session room no later than 30 minutes before the start of your session.
- If your presentation was created on Windows, please bring it on a USB flash drive. If your presentation was created on a Mac, please bring your own computer and the necessary adapter cables. The projector connection is via HDMI.

(3) Notes for Presenters

- Please be seated at the Next Speaker's Seat in the session room **10 minutes before the start of the session** (not before your own presentation time).
- A monitor, keyboard, and mouse will be provided on the podium. After the operator displays your title slide, please operate your presentation yourself.
- If you wish to use Presenter View, please consult the Secretariat in advance.
- For laser pointing, please use the **pointer function in PowerPoint**.

◆ Guidelines for Presentation Data Submission

- All presentations must be made using **PowerPoint**.
- If your presentation data was created on **Windows**, please submit it via USB flash drive.
- If your presentation data was created on a **Mac**, you must bring your **own computer and necessary conversion cables**. *Projector connection is via HDMI.*
- Audio playback is supported. Please inform the Speaker Ready Desk staff if your presentation includes sound.
- All presentation data submitted will be **deleted after the meeting**.

◆ Guidelines for Presentation Data

- All presentations must be given using Microsoft **PowerPoint**.
- All presentation data submitted to the organizers will be deleted after the Annual Meeting.
 1. The PCs provided at the venue will run on **Windows 11**.
 2. Please prepare your slides using **Microsoft PowerPoint 2013 / 2016 / 2019 / 2021 / 365**, with a slide size of **16 : 9**, and use the following standard fonts:
 - Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New, Georgia
 3. Animations and videos can be used, but video files must be playable with the codecs pre- installed on Windows 11 and Windows Media Player.

- Recommended formats: **WMV or MP4** (resolution 720p or 1080p)
 - Please **embed all video files** in your presentation.
4. To prevent virus infection via media devices, please run a scan with the latest antivirus software before submission.

[Disclaimer regarding presentation slides]

1. If you bring presentation data prepared with versions of Microsoft PowerPoint other than those listed above, the organizers will **not be responsible for any technical problems** during your presentation.
2. Images with the extension. **HEIC** may cause errors. Please convert them to **JPEG, PNG, GIF, TIFF, SVG, or BMP** before inserting them into your slides.
3. If problems are detected at the PC Desk and it is determined that fixing them would cause delays to other presenters, on-site corrections may be refused. Please check your data carefully in advance.

2. Poster Session

Venue: B1, Collaboration Space (Poster Session Room)

[Display Schedule]

- **Mounting:** Saturday, November 14, 8:15 – 10:00
 - Please place your poster on the panel marked with your presentation number.
 - Materials for mounting will be provided by the Secretariat.
- **Removal:** Sunday, November 15, 13:30 – 17:30
 - Posters not removed by the designated time will be disposed of by the organizers.

[Poster Viewing Hours]

- Saturday, November 14: 10:00 – 17:15
- Sunday, November 15: 8:30 – 13:30

If you wish to remove your poster during the viewing hours, please notify the Secretariat (Information Desk).

[Poster Format]

1. Label with "Poster number" will be provided by organizers.
2. **Title space:** 20 cm (H) × 70 cm (W)

The title must contain the following information:
Presentation title, Presenter's name and affiliation
3. **Poster presentation area:** 160 cm (H) × 90 cm (W)
 - *Please print your poster in advance and bring it with you. No printers are available at the venue.*
4. Please include your **COI (Conflict of Interest) disclosure** at the bottom of your poster.

[Poster Session]

- **Date & Time:** Saturday, November 14, 16:45 – 18:15
- Each group will be moderated by its designated chair.

- ① 16:45 – 17:15 Open Viewing
- ② 17:15 – 17:45 Group A Presentations
 - Group A-1: P-1 – P-6
 - Group A-2: P-13 – P-18
 - Group A-3: P-25 – P-30
- ③ 17:45 – 18:15 Group B Presentations
 - Group B-1: P-7 – P-12
 - Group B-2: P-19 – P-24
 - Group B-3: P-31 – P-36

