

## Guidelines for Presenters

### For Oral Presenters

---

#### [Presentation Time]

- International Workshop: 13-mins presentation + 2-mins Q&A (no general discussion)
  - International Oral Session: 6-mins presentation + 2-mins Q&A
  - International Poster Session: Free discussion.
- \*Please be in front of your panel at the designated time.
- \*Panels will be replaced on each presentation day.

#### [Presentation Day]

- The PCs provided for your presentation will be equipped with the following:
  - OS: Windows 10
  - Application: Windows PowerPoint 2013/2016/2019
- Please bring your own PC if you use Macintosh PCs.
- Please check your presentation data at the PC Preview Center 60 minutes prior to the start time of your session.

#### [For Presenters using Removable Media]

- Presentation data must be in Windows PowerPoint and can only be accepted on USB flash memory.
- OS-standard fonts are recommended such as; Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia, Times New Roman
- To avoid the possible spread of computer viruses, please always scan your presentation files beforehand with updated anti-virus software.
- Please note that you cannot use PowerPoint's Presenter View function.  
If you need manuscripts for your presentation, please print them out in advance and bring them.
- Any copies of your presentation data that the secretariat has received will be deleted after the meeting.

#### [For Presenters using Your Own PC]

- Please bring a backup data in case of unexpected accidents on USB flash memory.
- Please bring your own PC if you use Macintosh.

- HDMI is needed to connect to the projector. Please bring your own adapter for your PC as well as power cables.
- Please disable the screensaver, power-saving feature, password, and hot corner on your PC.
- Please note that you cannot use PowerPoint's Presenter View function.
- If you need manuscripts for your presentation, please print them out in advance and bring them.

**For Poster Presenters**

- Poster discussion: 17:40-18:40, Friday, July, 2024
- Location: Poster/Exhibition, Room Amethyst, 2F, Shiroyama Hotel Kagoshima
- \*Please be in front of your panel at the designated time.
- \*There is no presentation but discussion for the posters.

**[Poster Size]**

- The poster mounting area is H 200cm × W 90cm.
- Please prepare a slip with title, name(s) of author(s), and affiliation(s) with the size of H 20cm×W 70cm.
- Poster number (20cm × 20cm) will be prepared by the secretariat.
- Pins will be provided along with a panel.

