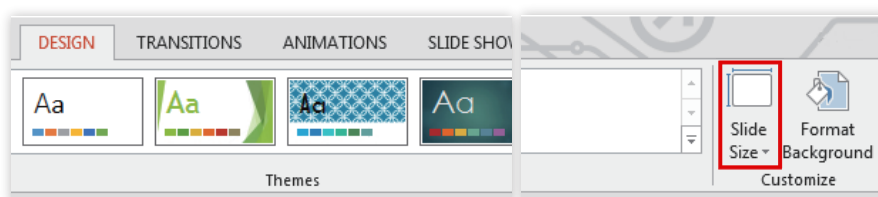# Data preparation for submission
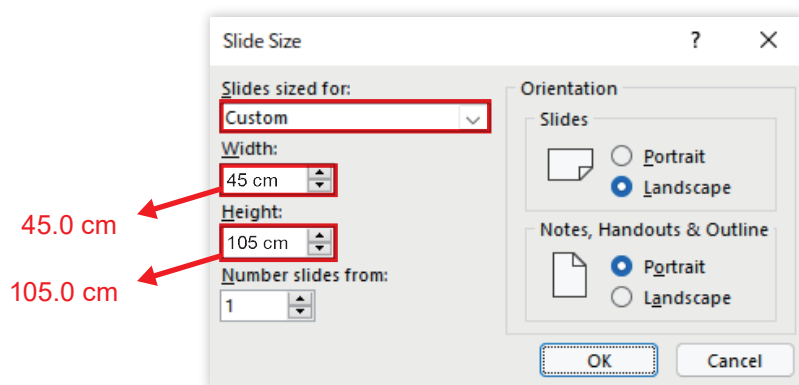
## - How to prepare high-quality PowerPoint data for printing -

## ● Setting the page layout

① On the Design tab, click "Slide Size" ➡ then click "Custom Slide Size"



② In the "Slides sized for" list, click "Custom" ➡ use the Width and Height boxes to select custom sizes
   \* The poster size defined by the society is [W 900 mm x H 2,100 mm (W 90cm x H 210 cm)]
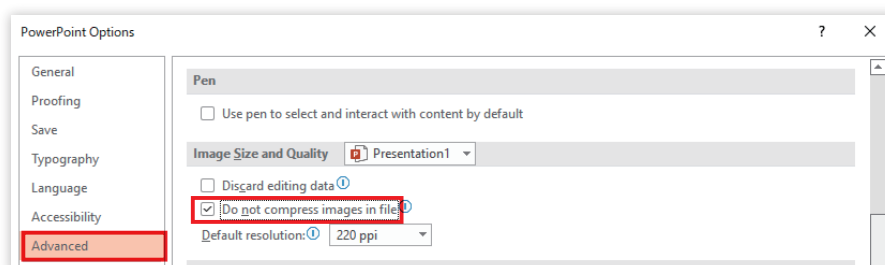


45.0 cm

105.0 cm

\* Finished by 90 cm x 210 cm
 (the data size is halved)

\* Due to size limitations, when either the width or height exceed 1422.4 mm,
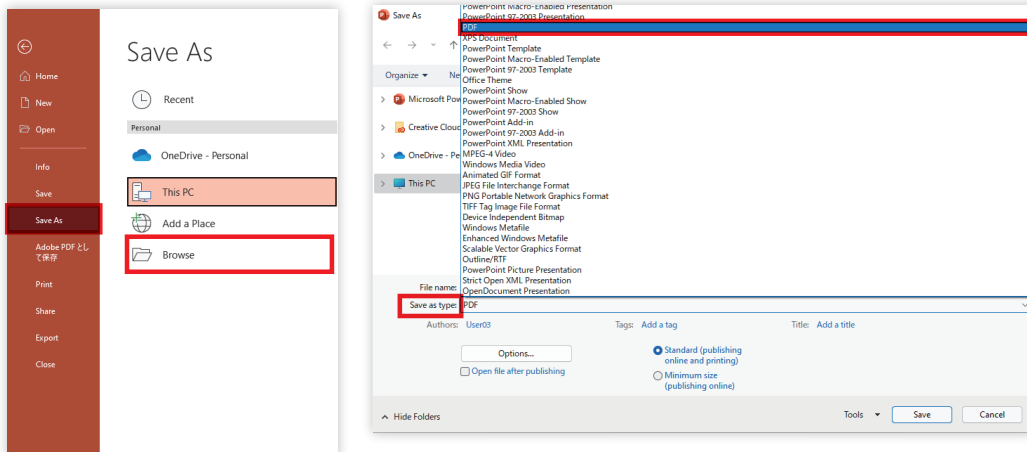  please halve them.

| Finished size | Slide size |
|---|---|
| 900x 2,100 mm (90 x 210 cm) | 45 x 105 cm |
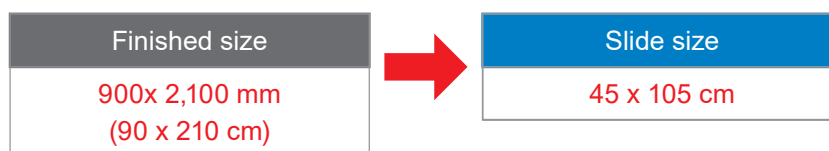
③ Click Advanced from "Options" under "File"
   ➡ Mark the checkbox for 'Do not compress images in file' in the "Image Size and Quality" section.

# ● Convert the PowerPoint file to PDF format

① Choose "Browse" in the "Save As" section in "File".
➡ Choose PDF format in "Save as type".

② In "Options", uncheck "Document structure tags for accessibility" and "Conforms to ISO 19005-1 (PDF/A)", then in "Tools", select "Apply Document Resolution" from "Compress Figures".
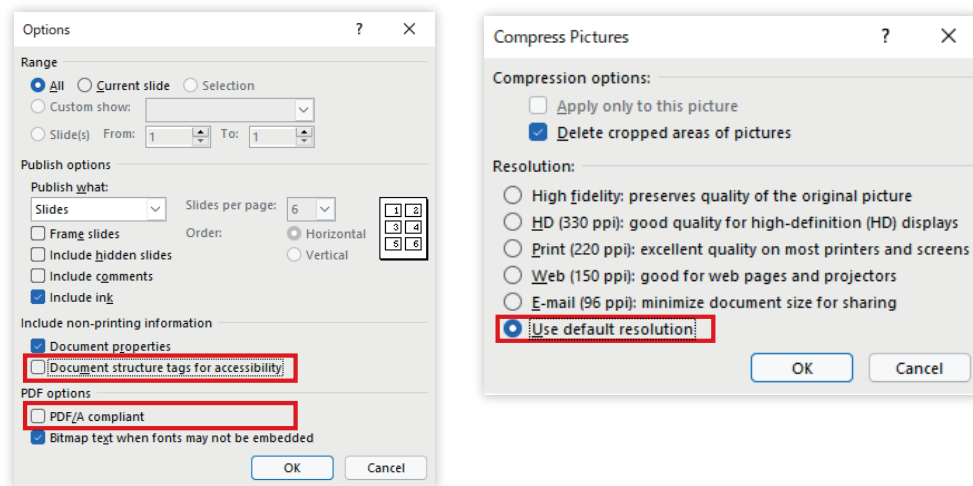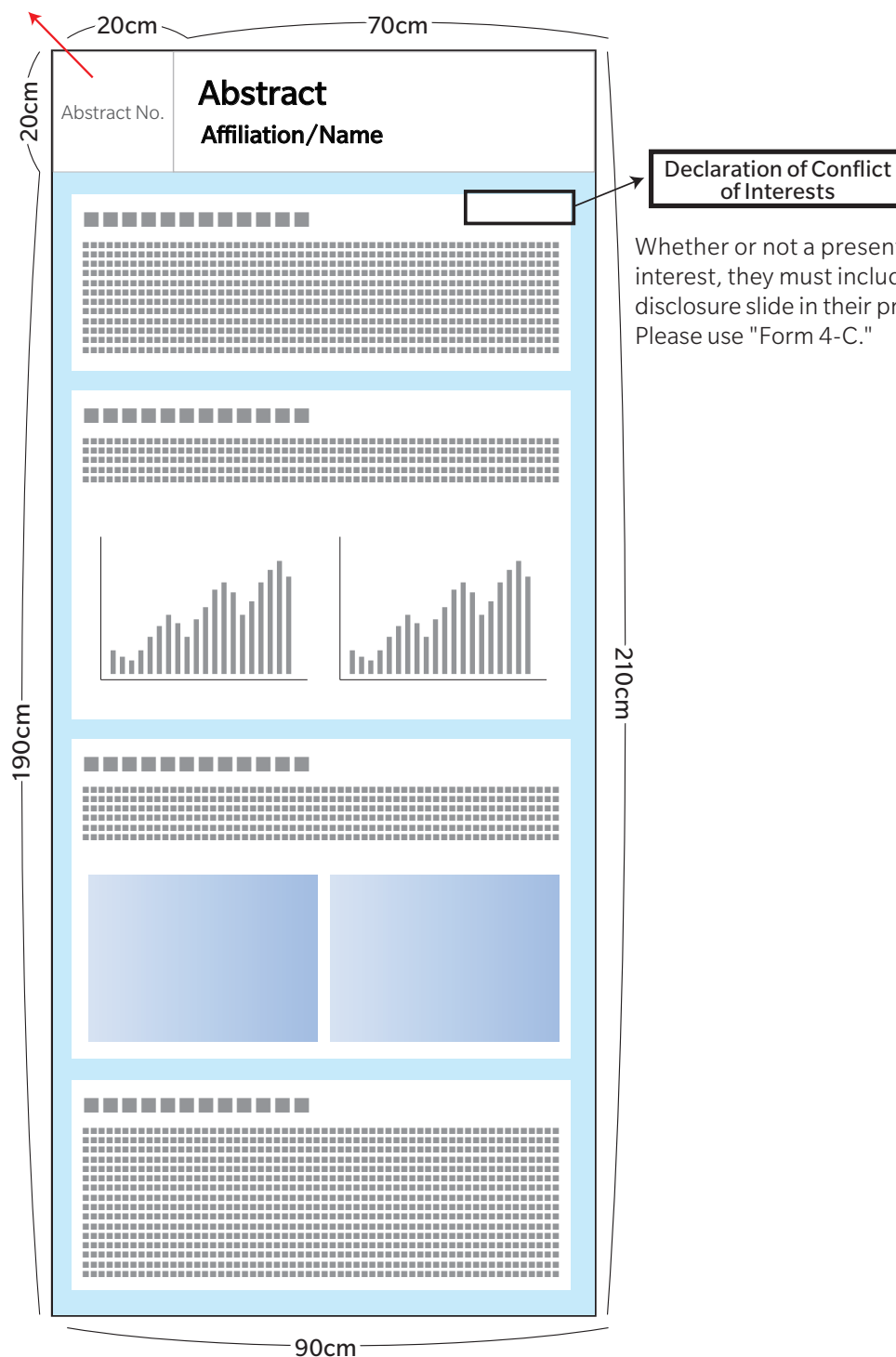
③ After completing all settings, save the file by choosing the relevant location.
➡ Before submitting, double-check if the data has been saved with the proper settings.

# ● Entering the PDF filename

Enter the filename as "[your abstract number]_[your name].pdf".

Ex.: "AP-00-0_TaroYamada.pdf"

# ● Poster image



※The secretariat will prepare the "Abstract Number".
   Please leave this part blank.

20cm / 70cm

20cm

Abstract No. / **Abstract** / **Affiliation/Name**

**Declaration of Conflict of Interests**

Whether or not a presenter has any conflicts of interest, they must include a conflict-of-interest disclosure slide in their presentation.
Please use "Form 4-C."

190cm / 210cm

90cm

202201