

Guideline for Presentations

Only computer presentations will be accepted for the oral sessions.

1. Hot Topics

Allocated time for Hot Topics is 50 minutes including discussion.

2. Symposium

Please follow the instructions from chairpersons.

3. Oral Presentations

Allocated time for Oral Presentations: 10 minutes talk and 4 minutes discussion.

Please finish your presentation within the allocated time.

4. Conflict of Interest

The presenting author is required to disclose applicable COI by displaying a COI disclosure slide at the beginning of presentation slides or at the end of a poster using samples below.

- [Form 4-A 4-B](#) Sample slides for oral presentations
- [Form 4-C](#) Sample statement for poster presentations

If the presenting author has any relevant financial relationships to disclose, please fill in the form and send it to the meeting secretariat before your presentation date.

- [Disclosure Statement of Conflict of Interest \(COI\)](#)

For Oral Presentation Speakers

1. PC Preview Desk

Location: Tokyo International Forum, B1F, Lobby Garely,

Opening Hours: Wednesday, May 29, 11:00-19:00

Thursday, May 30, 7:00-16:30

Friday, May 31, 7:00-16:00

Saturday, June 1, 7:00 -17:00

Please register and check your presentation data at PC Preview Desk 30 minutes before your presentation.

The data will be temporarily stored for the meeting purposes, and when the meeting is over the organizer will take responsibility for erasing all data.

2. Please prepare your presentation data by following guidelines below.

- ① OS and application for the presentations are Windows7(OS) and PowerPoint 2003/2007/2010 for Windows.
If you use PowerPoint 2013, please bring your computer.
- ② Please bring a data stored on a USB flash memory drive or CD-R to the PC Preview Desk. In case of writing onto a CD-R, please use only the hybrid format (IS 9600).
- ③ User of Macintosh and Windows8 needs to bring your own computer with D-sub 15 pin (mini) display adapter.
- ④ To avoid display problems with your presentation, please use only standard OS fonts except “Helvetica”.
- ⑤ Please inform at the PC Preview Desk if you are using video or audio. All data files should be in one folder, including any reference files such as video images. We recommend any video data should be in WMV format which can be played with Windows original setting.
- ⑥ Please put your presentation number on the upper right corner of all of the presentation slides

- ⑦ To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.

For Poster Presentation Speakers

1. The size of the poster is as depicted below.

The Poster number will be prepared by the meeting secretariat. Please prepare the title, name, and affiliation by yourself.

2. Please put up the poster on the date of your session. Pins are available at the Poster & Exhibition Hall.
3. Please stand by your poster during the discussion time shown below.
4. Allocated time for Poster Presentation is 5 minutes talk and 2 minutes discussion.
5. Please remove your poster during the designated removal period. Any poster remaining after the period will be discarded by the meeting secretariat.

Schedule for Poster Presentation

	Wednesday, May 29	Thursday, May 30	Friday, May 31	Saturday, June 1
Poster Mount	13:00 ~14:30	8:00 ~ 10:00	8:00 ~ 10:00	8:00 ~ 10:00
Poster Round	14:30 ~ 17:30	10:00 ~ 18:30	10:00 ~ 18:00	10:00 ~ 12:00
Free discussion	15:40 ~ 16:00	16:30 ~ 17:00	16:00 ~ 16:30	10:00 ~ 10:30
Presentation	16:00 ~ 17:30	17:00 ~ 18:30	16:30 ~ 18:00	10:30 ~ 12:00
Poster Removal	17:30 ~ 19:00	18:30 ~ 20:00	18:00 ~ 19:30	12:30 ~ 16:00

※ The Presentation time of [P(3)-155 ~ 167] on Friday, May 31 is 16:00 ~18:01.

Poster Layout

