

Guidelines for Chairs and Presenters

For Chairs

- Please come to the next chair's seat 10 minutes prior to the start time of your session.
- Please cooperate to facilitate on time.

For Oral Presenters

[Presentation Time]

- Special Lecture: 50-mins presentation + 10-mins Q&A
 - Lecture 1-3: 20-mins presentation + 2-mins Q&A
 - Free Paper: 8-mins presentation + 4-mins Q&A
 - English Poster: 5-mins presentation + 3-mins Q&A
- *Please be in front of your panel at the designated time.

[For Oral Presentation]

- The PCs provided for your presentation will be equipped with the following:
 - OS: Windows 10
- 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.
 - ◀PC Preview (Room C, 3F)▶
 - 9:00-17:30, Friday, 4 October, 2024
 - 7:30-18:30, Saturday, 5 October, 2024

[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 Chairs

- Please stand in front of poster panels you are in charged at the designated time.
- Please cooperate to facilitate on time.

For Poster Presenters

- Set-up: 8:30-10:00, Saturday, 5 October, 2024
- Poster discussion: 17:10-18:10, Saturday, 5 October, 2024
*Please be in front of your panel at the designated time.
- Dismantling: 18:10-19:00, Saturday, 5 October, 2024
*The organization will not be responsible for posters that are not removed on time; they will be discarded by the Conference Office
- Location: Poster, Foyer, 3F

[Poster Size]

- The poster mounting area is H 180cm × 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.

