

Information for Chairpersons and Presenters

1. Information for Organizers / Chairpersons

◆Chairperson Reception

Please come to the "chairperson's seats" at the front right side of the venue and inform the staff that you have arrived at least 10 minutes before the start of the program.

◆Progress and time management

The organizer/chairperson will be responsible for the smooth operation of the symposium. The timekeeping during the presentation will be done by staff, so please indicate to the staff about the timing of bell. If no special instructions are given, the bell will be rung at the following timing.

First bell (once)	3 minutes before the end of the lecture time.
Second bell (twice)	End of lecture time and the start of question and answer.
Third bell (three times)	End of Q&A (End of time limit).

2. Information for Plenary Lecture Speakers

◆Language

English

◆Lecture Time

1 hour (Talk 40 min, Questions 20 min)

The time of lecture will be informed by a bell at the following timing.

First bell (once)	3 minutes before the end of the lecture time.
Second bell (twice)	End of lecture time and the start of question and answer.
Third bell (three times)	End of Q&A (End of time limit).

◆For Presentation

The presentation will be given by computer. Please be sure to bring your own laptop.
Please operate your own laptop by yourself to give presentation.

The screen/projector is 16:9 compatible, so 16:9 is the best format for projection, but 4:3 is also possible.

HDMI cables to connect the computer to the projector will be provided by the convention.

If you need a connector/adaptor to connect the cable to the computer, please prepare it by yourself.

Please make sure that you have set up your screen saver and power saving mode in advance.

- Please bring a power adapter in case the battery runs out.
- Audio output is not supported.

◆Speaker Reception

Please bring your laptop to the "PC Connection Seat" at the front left side of the venue at least 10 minutes before the session starts to confirm the projection.

3. Information for Symposium Speakers

◆Language

Please note that the language of presentation varies from symposium to symposium (the language of presentation for each symposium is listed in the session information on the conference website). Regardless of the language of your presentation, please prepare your presentation slides in English.

◆Lecture Time

Time of each lecture differs, so please check the program or contact organizers. The time of lecture will be informed by a bell at the following timing.

First bell (once)	3 minutes before the end of the lecture time.
Second bell (twice)	End of lecture time and the start of question and answer.
Third bell (three times)	End of Q&A (End of time limit).

◆For Presentation

The presentation will be given by computer. Please be sure to bring your own laptop.
Please operate your own laptop by yourself to give presentation.

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- Please bring a power adapter in case the battery runs out.
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◆Speaker Reception

Please bring your laptop to the "PC Connection Seat" at the front left side of the venue at least 10 minutes before the session starts to confirm the projection.

4. General Oral Presentation / Best Young Presentation Award Selection Committee Information for Speakers

◆Language

Please give your presentation in the language you selected when submitting your abstract. Presentation slides must be prepared in English regardless of the language of presentation.

◆Lecture Time

General oral presentation	12min (talk 9min, questions 3min)
Best Young Presentation Award Selection	15min (talk 10min, questions 5min)

The time of lecture will be informed by a bell at the following timing.

First bell (once)	1 minutes before the end of the lecture time.
Second bell (twice)	End of lecture time and the start of question and answer.
Third bell (three times)	End of Q&A (End of time limit).

◆For Presentation

The presentation will be given by computer. Please be sure to bring your own laptop. Please operate your own laptop by yourself to give presentation.

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◆Speaker Reception

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5. Information for Poster Presenters

◆Poster installation, presentation/discussion, and removal time

Poster presentations will be either at the first day (June 28th) or third day (June 30th) of the conference, but please display all the posters throughout the conference.

During the presentation/discussion time, please stand in front of your poster to respond questions and participate in the discussion. A yellow ribbon will be provided for you to wear.

Discussions can be held outside of the presentation time by using the comment function on the web. You can post your comments on the session information screen of the conference website, so please take advantage of this service.

To post comments, you will need to register for an account separately from the registration process. Please register from "Account Registration/Login" in the upper right corner of the top page of the convention website.

Posting		Tue. June 28th 9:30–	
Date and Time		Tue. June 28th 15:15–16:45	Thu. June 30th 13:45–15:15
Presentation	Odd	15:15–16:00	13:45–14:30
	Even	16:00–16:45	14:30–15:15
removal		Thu. June 30th 15:15–15:30	

◆For Posting

①Posting Place

The abstract number is affixed to the upper left corner of the panel, so please display your poster on the designated panel. Pushpins necessary for attaching your poster will be provided at each panel. Please refer to the exhibition hall map on the conference website for the location of your display.

②Posting Size

The poster panel size is 120 cm (W) × 180 cm (H). The title, author's names and affiliation should be written in large letters at the top of the poster.

③Presenter

Please place a small circle on the left shoulder of the presenter's name.

④Language

Presentations and Q&A sessions should be given in the language you selected when submitting your abstract.

Posters must be prepared in English regardless of the language of presentation.

⑤Size of characters

The text of your presentation should be large enough to be readable from a distance of about 2 meters. Figures and tables should also be as large as possible.

⑥Poster removal

Please remove your poster by yourself after the posting time has passed. The office will not keep or return the postings. Posters will be removed by the secretariat after 15:30.

Panel Size

