

## Information for presenters

### For oral presentation

#### 1) Duration of presentations.

Each presentation should be made only in English and complete within 15 minutes, with 12 minutes for presentation and the remaining 3 minutes for discussion and change. The timekeeper will sound a bell to notice the remaining time: the 1st, 2nd and 3rd bell ring when you have consumed 10, 12 and 15 minutes.

#### 2) Presentation procedure.

The presentation is made by projecting PowerPoint or PDF slides on a projector. The presenter is responsible for connecting and operating the computer. Laser pointers are available at the venue. Presenters must use their own PCs for their presentation. The connection between the PC and the projector must be HDMI compatible. Please bring your conversion device if your computer does not have a HDMI port. Please check that your slides are correctly projected on the screen before the session of your presentation. Considering the case your computer does not work, please prepare a USB memory stick and backup your presentation file in it.

### For poster presentation

#### 1) Recommended poster sizes and display methods

The poster panel is 1800 mm high and 1200 mm wide. Therefore, portrait A0 (1189 x 841 mm) is the recommended poster size.

Presenters should check the number at the top of the panel and place their poster on the appropriate panel. These numbers can be found in the program or abstract book on the Congress website. Pins are available in the poster room.

Posters can be displayed after 13:00 on 14 March, and kindly requested to finish before noon on March15, as high school students are going to see our poster session in the afternoon. Especially, presenters who have applied for the Poster Award are kindly requested to display posters at their earliest convenience for efficient judging. Posters must be removed by 20:30 on 15 March. Please note that any posters left after this time will be disposed of by the secretariat.

#### 2) Poster Session

The Poster Session will be held in two sessions on 15 March, 16:30-17:30 (session 1), and 17:30-18:30 (session 2). Odd-numbered posters are scheduled in 'Session 1' and even numbers in 'Session 2'. During the Poster Session, presenters should stand in front of their posters to present and answer questions. Please note that the Poster Award candidates may not be considered for the award if they

are not in front of their poster during the Poster Session.