

## Information for presenters

For oral presentation

### 1) Duration of presentations.

Each presentation will be 15 minutes, with 12 minutes for the presentation and the remaining 3 minutes for discussion and change; 1 bell will be rung at the end of 10 minutes, 2 bells at the end of 12 minutes and 3 bells at the end of 15 minutes.

### 2) Presentation procedure.

The presentation method is 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 can use their own PC for their presentations. However, the connection between the PC and the projector must be HDMI compatible. Other connections are not supported, so please bring your own conversion device.

There is also a computer in the presentation room. The operating system is Microsoft Windows and the application software is Microsoft PowerPoint. Please record your presentation files on a USB memory stick and copy the files to the provided PC before the break immediately before the session in which you are presenting. Please note that you may not modify the files on the PC for presentation at the conference venue, and that only minimal operational checks are allowed after copying the files.

For poster presentation

### 1) Recommended poster sizes and display methods

The poster panel is 1800 mm high and 1200 mm wide. Therefore, 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 and abstracts on the congress website. Pins are available in the poster room.

Posters can be displayed on Thursday 16 March at 12:00. Posters must be removed by 20:30 on Friday 17 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 17 March, from 18:30-19:15 (session 1) and from 19:15-20:00 (session 2). Odd-numbered posters 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 presenters who have applied for a poster award may not be considered for the award if they are not in front of their poster during the Poster Session.