Presentation Guidelines: Oral Presentation in Contributed Session

Presentation time is 15 min, including time for questions. The bell will ring once at 10 min, twice at 12 min, and three times at 15 min.

Please connect your computer to the line selector cable and project your presentation slides. Please prepare a USB memory stick with a PDF file of your presentation in case you cannot project the slides by your own computer. A microphone, laser pointer and power outlet are available.

Connection and projection
(1) While the presenter before you are presenting, connect your computer to the line selector cable. In addition, connect your computer to a power outlet. Wait until the presenter finishes.
(2) When it is your turn, select your computer in the selector and project your slides.
(3) Move your computer to the speech table.
(4) When your presentation is over, disconnect your computer from the cable and hand the cable to the attendant or the next presenter.

If your presentation slides do not project on the screen, please use a spare computer (Windows OS) that is connected to the selector. Please connect the USB flash drive containing your presentation file to the spare computer and use the computer to project your presentation slides. But, only PowerPoint and Acrobat Reader are available in the computer. In PowerPoint, original slides may not be displayed as they are in other computers, so Acrobat Reader is recommended.

VGA and HDMI connections are available. Neither Macintosh USB-C Digital AV Multiport adapter or USB-C VGA Multiport adapter is provided., so please provide your own Macintosh adapter.

Presentation Guidelines: Mini-symposium

Presentation times will be managed by the conveners. Please follow the instructions of the convener regarding presentation time and timer.

Please connect your computer to the line selector cable and project your presentation slides. Please prepare a USB memory stick with a PDF file of your presentation in case you cannot project the slides by your own computer. A microphone, laser pointer and power outlet are available.

Connection and projection
(1) While the presenter before you are presenting, connect your computer to the line selector cable. In addition, connect your computer to a power outlet. Wait until the presenter finishes.
(2) When it is your turn, select your computer in the selector and project your slides.
(3) Move your computer to the speech table.
(4) When your presentation is over, disconnect your computer from the cable and hand the cable to the attendant or the next presenter.

If your presentation slides do not project on the screen, please use a spare computer (Windows OS) that is connected to the selector. Please connect the USB flash drive containing your presentation file to the spare computer and use the computer to project your presentation slides. But, only PowerPoint and Acrobat Reader are available in the computer. In PowerPoint, original slides may not be displayed as they are in other computers, so Acrobat Reader is recommended.

VGA and HDMI connections are available. Neither Macintosh USB-C Digital AV Multiport adapter or USB-C VGA Multiport adapter is provided., so please provide your own Macintosh adapter.

Presentation Guidelines: Poster Presentation

・Posters will be displayed as a portrait of A0 size (W841 mm × H1189 mm). The size of poster boards is W860 mm x H1760 mm.

・Text should be written in English.

・The presentation number assigned to the poster presentation must be provided in the upper left of the poster.

・Posters should be displayed on the poster boards on April 14th, 2024 or in the morning on April 15th, 2024.

・Push pins will be provided to hang your poster.

・Poster Sessions will be held as follows.
   Odd-numbered poster: 16:15–17:45 on April 15th
   Even-numbered poster: 15:30–17:00 on April 16th

・Posters should be removed by 18:30 on April 17th, 2024.