Conference Information

Presentation Guidelines

Guide for Chairs and Speakers

Guide for Chairs

1) Invited Lecture
   Please make sure that the presentations progress smoothly within the limited time.
   Please confirm other details directly with the speakers during pre-meetings. (All
   persons concerned will be notified separately on details of dates, time and place the
   pre-meetings will be held.)

2) General Lectures (Oral Presentation) <English Session>
   (1) Please be at your seats 10 mins. prior to the start of your assigned session.
   (2) Each presentation should be within 10 mins. (7 mins presentation, 3 mins.
        discussion) Please make sure the presentations stay within the allotted time.
   (3) Clock’s lamp color will be installed for managing the progression. A lamp will be
       set at the chair’s seat to inform you of the status.
       (Green light) during presentation, (yellow light) 1 minute prior to finish of
       presentation, (red light) finish presentation. We will not be controlling the
       discussion time, thus, we appreciate your cooperation to manage the whole
       progress of the session.

3) General Lectures (Poster Presentation)
   (1) Please finish registration at the “Poster Chair Registration Desk” (within
       PACIFICO Exhibition Hall A) 30-60 minutes prior to your assigned session.
   (2) Please stand in front of the poster assigned to you, 10 minutes prior to start of the
       session.
   (3) Presentations time is 5 minutes (3 mins. presentation, 2 mins. discussion).
       *There will be no time keepers for the poster presentations, thus, we ask the
       chairs to please manage controlling the time of the session.

Guide for Speakers

1) Oral Presentations
   (1) Presentation Time
General presentations (oral): 7 min. presentation, 3 min. discussion
Other presentations, symposia, etc.: presentation time differs depending on session.
Please refer to the notice sent by the conference secretariat.
(2) All oral presentations should be digital (PC) presentations.
(3) There is no limit to the number of presentation slides, but please make sure your presentation finishes within the allotted time.
(4) Please use the keyboard or mouse on the podium to feed the slides.
(5) If you have created your presentation using Windows, please save it on a USB drive or bring your own computer.
(6) If you are using Mac, please bring your own computer.
(7) Please submit your presentation and test it at the PC Center at least 30 min. before the start of your session. If using your own computer, please note that after testing your presentation, your computer will be stored at the computer operation desk located on the left side of the lecture hall.
You may register your data in advance to your presentation date.
(8) PC Operation Desk Hours and Location are as follows:
   Time: June 14 (Fri) 8:00 - 17:00
          June 15 (Sat) 8:00 - 16:00
          June 16 (Sun) 8:00 - 14:00
   Location: Pacific Convention Plaza Yokohama (PACIFICO Yokohama), 1st floor Foyer
(9) How to create your presentation data.
<For those bringing your presentation data>
   1) The OS of the PC at the venue is Windows 10
   2) Please create your presentation with Microsoft PowerPoint 2010/2013/2016 and using the standard OS fonts: Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia
   3) Animation and video can be used, however, please use a file that can be played back on Windows 10 (OS), Windows Media Player 12 with default codecs.
   4) Audio playback is available.
   5) Please limit file size to 700 MB, including video.
   6) The screen resolution is XGA (1024×768): aspect ratio 4:3.
   7) Please check your device for viruses using updated security software as there has been cases of virus infection through media.
   8) Your data will be stored for your presentation and will be deleted by the secretariat after the conference.
* For those bringing their own PC

1) There are no limitations to OS, Applications, hardware, however Mini D-sub 15 pin cable will be used to connect the computer to the projector. Please note that certain computers (Macintosh, Surface) may require a proprietary connector (MiniDisplayPort). If that is the case, please bring your own connector.

![D-sub15 pin] ![separate connectors]

2) Audio and video features are allowed but be sure to verify that the file operates properly at the PC center.

3) The screen resolution is XGA (1,024×768); aspect ratio 4:3.

4) Please make sure your screensaver and virus software are turned off and that your computer is not in power saving mode. Please also unlock the password.

5) Please bring in your charger, as battery issues can be the source of technical troubles.

6) In case there is trouble in connecting your PC to the projector, it is recommended to have backup data with you.

7) In case the progress of the session may be affected, the function “Presenter Tool” of PowerPoint may not be used. If you need a manuscript for the presentation, please bring along an out print of the script with you.

8) After the presentation, we will return your computer near the PC operations desk. Please come to the PC operation desk as soon as possible after your presentation as there is limited venue space.

2) Poster Presentations

Poster presentations

(1) Allotted time is 3 min. for the presentation and 2 min. for discussion. Please finish your presentation within this time.

(2) Poster presentations will be held in the Poster Hall (PACIFICO Exhibition Hall A. Please come to the Poster Reception in front of the Poster Hall

(3) Check your poster's abstract number and mount it accordingly.
1) We will prepare a poster board.

2) Aside from the presentation poster, please also prepare a separate 20x70cm (L x W) sheet and indicate the abstract title, author, and author affiliation.

3) The poster size should be within 160x90cm (L x W).

4) Use push pins to mount your poster securely. The secretariat will prepare the tools necessary to mount the posters.

(4) A presenter ribbon will be provided with the poster board. Attach the ribbon to your name tag and stand in front of your poster 10 min. before your session starts.

(5) Poster set-up, presentation, discussion, and removal schedule is as below

- **Set-up**: June 14 (Fri) 9:30 - 12:00
- **Presentations**: June 14 (Fri) 12:00 - 17:00
  - June 15 (Sat) 9:00 - 15:50
  - June 16 (Sun) 9:00 - 12:00
- **Discussion**: June 14 (Fri) 17:00 – 17:40
  - June 15 (Sat) 15:50 – 16:40
- **Removal**: June 16 (Sun) 12:00 - 14:00

(6) Please make sure to take down your own poster. Any posters left will be discarded by the secretariat.

3. Conflicts of Interest (COI)
All presentations, including sponsored seminars, must disclose the author's COI on the first presentation slide (or the slide following the title slide). For posters, make sure to have a COI disclosure at the bottom of the poster using the prescribed format. If you have no COI to disclose, please indicate, "I have no COI corporate relationships to disclose related to this presentation."

For more information on conflicts of interest, please check the website of the Japan Anti-Aging Medicine (COI page). Sample slides can be downloaded here.