
Instruction for Chairs and Presenters

■ Oral Presentation

◆ Information for Chairs

All chairs are requested to be seated at the “Next chair’s seat” (the front row on the right side) of the session room no later than 10 minutes prior to the beginning of your moderating session. All chairs are asked to ensure that all sessions start on time and finish punctually as scheduled. The time-keeping equipment is prepared on the chair’s desk and podium.

~ **The elapsed time will be notified on the time-keeping equipment as follows.** ~

Green light : Presentation time (Countdown)

Yellow light : 1 minute before the end of presentation time (Countdown)

Red light : Q&A time (Countup)

Please keep control of the session time and remind each presenters their allocated time.

◆ Information for Presenters

Please submit your presentation data 60. mins prior to your session, and be seated on the “Next Speaker’s seat” 15 mins before your presentation starts.

(1) Presentation Time

The time allocated for each presenter is as follows:

Plenary Lecture 1, 2, 3	40 min. presentation
Special Lecture	30 min. presentation
Presidential Lecture	20 min. presentation
“Explore the Mito-World!” Lecture	30 min. presentation
Symposium 1 ~ 8	17 min. presentation + 5 min Q&A
SY 7-5, SY 7-6	8 min. presentation + 2 min Q&A
SY 8-4	12 min. presentation + 3 min Q&A
YIA Session	6 min. presentation + 2 min Q&A
Oral session	8 min. presentation + 2 min Q&A

Careful time keeping is vital to ensure the smooth operation of the entire program.

Please make sure not to overrun your allocated time.

(2) PC presentation manual

Please visit the PC Center to submit your presentation data.

Only Windows PCs are available in presentations.

If you use a Macintosh, you must bring your own computer with you.

To avoid computer viruses, please scan all your presentation files beforehand with updated anti-virus software.

Those who bring their own PC for presentation are also required to check the data at the PC center.

*On the podium, there are monitor and mouse for you to operate your presentation.

(3) PC Center

Place: Solaria Nishitetsu Hotel Fukuoka, 8F

Open hours:

- October 3rd 09:00AM ~ 05:00PM
- October 4th 08:00AM ~ 04:30PM
- October 5th 08:00AM ~ 11:00AM

(4) Media

Bring your presentation data on a Windows-readable USB flash memory or CD-R to PC Center.

Please submit media or your own laptop on which your presentation data is saved, and preview on a PC to check if your slides run properly.

If you are going to use your own PC for the presentation, bring your PC to the PC Center as well for checking purpose.

*Please be assured that the secretariat of the conference will completely delete the submitted data after the session.

(5) Presentation Data

Upon preparing your presentation data, please keep in mind the following:

- Create or edit your presentation data using Windows OS/PowerPoint.
- Session room PCs at the meeting venue run Windows & PowerPoint 2007/2010/2013/2016 only.
- Please use the following fonts to avoid character corruption: Century, Century Gothic
- Make sure CD-R is finalized (i.e. closing the ongoing session) when copying your presentation file to CD-R.
- Be careful and do not forget to finalize your CD-R, otherwise the presentation file on the CD-R would not open on other PCs than you used to create the file, making it impossible to use the file in presentation.
- Only Windows formats are acceptable for CD-R and USB flash memory. Be advised that Macintosh formats are not supported on the PCs provided on site.
- Save only a single final version of your presentation file on CD-R or USB and make sure there is no other files or data on the media.
- ASMRM and J-mit require all speakers at the conference to disclose any conflicts of interest they may have. Please include the slide on conflicts of interest at the first of your presentation slides.

Sample of COI

• No conflict of interest to disclose

<p>The Asian Society for Mitochondrial Research and Medicine [ASMRM] and The Japanese Society of Mitochondrial Research and Medicine [J-mit] COI Disclosure Name of First Author :</p> <p>The author has no conflict of interest to disclose with respect to this presentation.</p>

• With conflict of interest to disclose Membership

<p>The Asian Society for Mitochondrial Research and Medicine [ASMRM] and The Japanese Society of Mitochondrial Research and Medicine [J-mit] COI Disclosure Name of First Author :</p> <p>The author has the conflict of interest to disclose with respect to this presentation.</p> <ol style="list-style-type: none">1. Consultation fees : none2. Stock ownership/profit : none3. Patent fees : none4. Remuneration for lecture : none5. Manuscript fees : none6. Trust research/Joint research funds : **pharmaceutical company7. Scholarship fund : ***pharmaceutical company8. Endowed Courses : ***pharmaceutical company9. Other remuneration from : none

* Please download the sample slide for COI disclosure from this conference website.

For Presenters Bringing Your Own Laptop:

- We suggest that you bring your own laptop if you use video in presentation. Those who wish to use Macintosh are requested to bring their own machines.

- Make sure to prepare and bring backup of presentation data on CD-R or USB flash memory, even if you are using your own machine for your presentation.
- This is applicable especially to Macbook Air users. AC Adapters for your own PCs should be prepared by yourselves.
- Only Mini D-sub 15 pin is available for cable connection on site. Make sure your own machine supports this type of connection, or prepare a right connector to hook up your laptop.
- Macintosh users are requested to bring connectors which came with their own machines.

Equipment for Presentation:

- Only computers can be used for presentation. OHP nor video cannot be used.
- A monitor and a mouse are provided on the podium. Speakers are requested to operate by themselves.
- To avoid technical issues in session rooms, bring and use your own PC if your PowerPoint presentation has any attached files or links to external data (i.e. pictures, videos, and/or graphs).