Instruction for Chairs and Presenters

◆ Information for Chairs
  ● Chairs should take a seat in the front row of the room specially reserved for the next session’s chair at least 15 minutes prior to the session that he/she is scheduled to chair.
  ● We request your cooperation to ensure that your session proceeds according to the prescribed time limit/schedule.

◆ Instruction for Oral Presentation
  ● You can use your own computer for presentation. This may be necessary for Macintosh users. An LCD projector and a computer operated on Windows10 will be provided. Power point 2007/2010/2013 will be the standard software for oral presentation. Use of this software is highly recommended to prepare materials. If you use the provided computer, the presentation data should be recorded on USB type flash memory and transferred to the computer during the break before your presentation.

Presentation Time

| Oral presentation | 15 min. presentation + 5 min. Q&A |

◆ Instruction for Poster Presentation
  ● The secretariat prepares poster board, pins, and poster numbers.
  ● There is designated mounting time, but you are asked to complete poster mounting by allotted time below. Your poster is requested to be posted during the conference.
  ● Posters have to be brought to the conference and not mailed as the secretariat cannot be responsible for loss or mishandling.
  ● Audio-visual equipment may not be used.
  ● Poster left after the removal time will be removed by the secretariat, and they will not be kept after the conference.

Poster Presentation Schedule

<table>
<thead>
<tr>
<th>Poster Mounting</th>
<th>October 16th (Mon) 9:00AM-10:00AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poster Obligation</td>
<td>October 16th (Mon) 12:10PM-1:00PM</td>
</tr>
<tr>
<td>Poster Removal</td>
<td>October 16th (Mon) 1:00PM-3:00PM</td>
</tr>
</tbody>
</table>
**Poster size**

Poster board size: H210cm×W90cm

Presenters should prepare a title section (H20cm×W90cm) including a subject, name(s) of presenter(s) and an affiliations. Poster number tags (H20cm×W20cm) will be provided by the secretariat.