

## For Oral Chairs

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- Please take the chairperson's standby seat at least 15 minutes prior to your session.
- Each oral presentation should be completed within 10 minutes  
(7 minutes for presentation and 3 minutes for questions and answers.)

## For Oral Presenters

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### ● Presentation Time

10min (7min + Q&A 3min)

- \* Please be sure to keep to the allotted presentation time in consideration of next presenter.
- \* Please arrive at your session room at least 15 minutes before the session begins.

### ● Presentation File Format

- The PCs equipped in the session room is Windows10.
- Microsoft Office PowerPoint (PPT) 2010, 2013, 2016; 4:3 aspect ratio of slide sizes
- OS-standard fonts are recommended such as; Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia, Times New Roman

### ● Data Preview

- Data Preview: Please come to "Data Preview Center"  
(Room H, 1F Kyoto International Conference Center).

We kindly ask all presenters to check in data at least 30 minutes prior to your presentation.

1. Please prepare your data in Microsoft PowerPoint (Windows PowerPoint2010~) and make sure to preview your presentation data.
  2. Remote presentation system is equipped in the session room. You have a TFT monitor, mouse and USB keyboard on the podium to operate your presentation.
  3. Audio playback is not possible.
- If you use the Secretariat's PC
    1. Only USB flash memories and CD-R are accepted.  
\*MOs, floppy disks, and CD-RWs cannot be accepted.
    2. Windows is the only operating system available for the presentations.  
\*If you have prepared the presentation data on a Macintosh, you are requested to bring your own computer.
    3. Only Windows Media Player can be used to playback movie files.
    4. Your media should contain only the presentation data for the conference.

## Presentation Guidelines for Speakers and Chairs

5. Your presentation data file should be named as <Session Number> <Name> .ppt.
6. If your presentation data is linked to other files (i.e. still or moving images, graphs, etc.), those linked files should also be saved in the same folder, and the links checked beforehand.

The Secretariat is responsible for destroying all copies of any data after the session.

- If you bring your own PC
  1. The Secretariat will prepare a Mini D-sub 15 pin PC cable connector. If your PC is not compatible with this cable connector, please bring an adaptor to connect your PC to the Mini D-sub 15 pin PC cable connector.
  2. Please bring your AC adapter and converter with you.
  3. Please also bring your presentation data on a media (either on USB flash memory or CD-R) as a backup file.




### ● COI Declaration

- COI disclosure is required for both oral and poster presentations.  
Please report any conflict of interest (COI) in your presentation.  
Please select an appropriate slide for your presentation.

<If you have something to disclose>

I declare I have received payment or services from a third party (OOO Company, OOO Center, etc.) for the submitted work (including but not limited to grants, data monitoring board, study design, session preparation, statistical analysis, etc.).

**WONCA** Asia Pacific Regional Conference 2019  
Kyoto, Japan




  

Medical generalists. Bringing forward a brighter future.

<Nothing to disclose>

I declare I have not received payment or services from a third party (government, commercial, private foundation, etc.) for any aspect of the submitted work (including but not limited to grants, data monitoring board, study design, session preparation, statistical analysis, etc.).

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# Presentation Guidelines for Speakers and Chairs

## For Poster Presenters

### ● Session Schedule

Place	Number	Date	Poster Mounting	Poster Viewing	Discussion	Dismantling
Event Hall	(W)P-001~P-149	May 16th (Thu.)	8:00-14:00	8:00-15:00	15:00-15:30	15:30-17:00
	(W)SP-001~SP-023					
	(W)P-150~P-297	May 17th (Fri.)	8:00-14:00	8:00-15:00	15:00-15:30	15:30-17:00

We expect presenters/authors to be in front of their poster at designated time and discuss their poster.

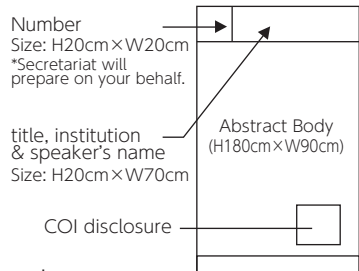
### Instruction for Poster Preparation

A poster board with the assigned abstract number located at the top of the board will be provided.

## Poster Presentation Guidelines

### ● Instructions for Poster preparation

- Presentation number (H20cm × W20cm):  
Conference Secretariat will prepare and pre-set on each panel.
- A label (H20cm × W70cm):  
Please prepare a label showing the title, institution and the speaker's name.
- Abstract body (H180cm × W90cm):  
Please summarize your abstract within the size mentioned.



### ● COI Declaration

- COI disclosure is required for both oral and poster presentation. Please report any conflict of interest (COI) in your poster.
- If you or your institution has never received any payment or services from a third party (government, commercial, private foundation, etc.) for any aspect of the submitted work, please declare the following message at the right bottom area of your poster.

I declare I have not received any payment or services from a third party for the submitted work.

- If you or your institution at any time receives any payment or services from a third party (government, commercial, private foundation, etc.) for any aspect of the submitted work, please include the following message at the right bottom area of your poster.

I declare I have received payment or services from a third party,(OOO Company, OOO Center, etc.), for the submitted work.