

■ Information for Presenters

<Disclosure of Conflict of Interest (COI) >

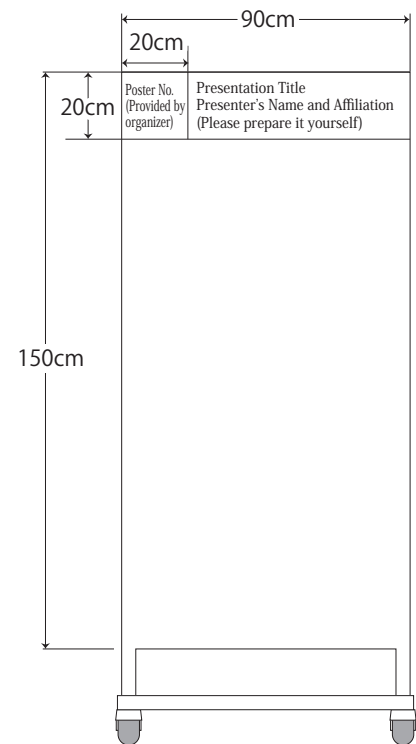
Every presenter of both oral and poster sessions should disclose every Conflict of Interest (COI) whether you have any COI or not. Oral presenters should disclose COI in the first slide and poster presenters should disclose COI at the bottom of the poster.

<PC Presentation>

1. The size of the screen is 16:9. Please make your presentation data in the size of “16:9” or “4:3”.
2. Please check in at the PC Operation Desk in the Presentation Room and register your presentation data 20 minutes prior to your session time.
3. Please bring your presentation data on a USB flash drive or your laptop.
4. Please make sure to bring an AC power cable if you bring your laptop.
5. If you need a special monitor output terminal (connector) other than a HDMI or mini D-sub 15 pin, please make sure to bring it with you.
6. You cannot use the “presenter view” function in MS PowerPoint.
7. Please ensure that your presentation will run on the specifications given below:
OS: Windows 10
Software: PowerPoint 2019/2021/365
8. If you are using a Macintosh or your PowerPoint presentation includes moving images, please bring your own laptop to make the presentation, and the back-up data as well.
9. If you use sound data, please let us know at the PC Operation Desk.
10. Please be seated at the “Next Speaker’s Seat” at least 10 minutes prior to your presentation time.
11. The data will be temporarily stored for the meeting purposes, and when the meeting is over the organizer will take responsibility for erasing all data.

<Poster Presentation>

- Preparation time of displaying posters 8:30 a.m. – 10:30 a.m.
 - Removal time 2:00 p.m. – 5:30 p.m.
1. Presentation time will be 5 minutes, question-and-answer session will be 3 minutes for each poster presentation.
 2. Poster panel will be prepared as the figure on the right. Presenters should prepare “Title”, “Presenter’s name”, “Affiliation” within the size limit of 20cm × 70cm. The size limit of “Details of presentation” is 130cm × 90cm. Organizer will prepare “Poster Number” and push pins for displaying.
 3. There is no registration desk for poster presenters. Please wait in front of your poster panel 5 minutes before designated beginning time of your poster presentation.
 4. Please be punctual of the designated time of displaying and removing.
 5. Please bring back removed posters with you, and note that posters remaining beyond removal time will be disposed by organizer.



■ Information for Chairs

1. Please inform the staff about your session in-charge at the registration desk.
2. Chairs of oral sessions, please be seated at “Next Chair’s Seat” 10 minutes prior to your session in-charge.
3. Chairs of poster sessions, please stand in front of the first poster panel of your session in-charge 5 minutes before start time.
4. Your punctuality and adherence to the time limits for presentations and question-and-answer sessions would be appreciated.