

Information for Chairs and Speakers

[Instructions for Chairs]

Please arrive at the session room at least 15 minutes before the start of your assigned session and take your seat at the “Next Chair” area located at the front right side of the room.

[Instructions for Oral Presenters]

1. Presentation Time

- Keynote Lecture: 30 minutes, including Q&A.
- Symposium: 80, 100, or 120 minutes, including Q&A.
 - *For sessions without a discussion, each presentation will be allocated 20 minutes, including Q&A.
- Free paper: 7 minutes for presentation, +3 minutes for Q&A.

2. Waiting Area for Next Speakers

Once the previous presenter begins their presentation, the next speaker should move to the “Next Speaker” seat located at the front left side of the room.

3. Preparing Your Presentation Data

All presentations must be made using a PC. Aspect ratio: 16:9. The congress will provide Windows PCs running PowerPoint 2021.

For Windows Users

1. Only USB flash drives are accepted for uploading presentation files (other media, including CD-R, CD-RW, DVD-R, and MO disks, are not supported).
2. After saving your file to a USB drive, please verify that it opens correctly on another PC.
3. Perform a virus scan on your USB drive beforehand.
4. To avoid font issues, please use the following fonts:
 - Japanese: MS Gothic, MSP Gothic, MS Mincho, MSP Mincho
 - English: Arial, Century
5. Audio and video playback is supported. Please confirm playback at the PC Preview Desk.
6. Presenter View will not be available. If you need a script, please bring a printed copy.

For Macintosh Users

1. Only USB flash drives are accepted for uploading presentation files (other media, including CD-R, CD-RW, DVD-R, and MO disks, are not supported).
2. The congress PCs are Windows-based (PowerPoint 2021). Please check for font or layout shifts during preview.
3. Please prepare your presentation in Microsoft PowerPoint.

4. If You Bring Your Own Laptop (Windows or Mac)

1. Bring your power adapter.
2. HDMI cables are available for loan at the PC Preview Desk. Some laptops require special adapters (e.g., USB-C → HDMI). Please bring your own adapter; adapters are not available for loan.
3. Bring a backup PowerPoint file (Windows or Mac version) in case your laptop cannot connect to the projector.
4. Ensure your laptop can output to an external display. For large video files, test playback in advance.
5. Disable screen savers, antivirus pop-ups, and power-saving settings. (Mac users: disable Hot Corners.)
6. Presenter View cannot be used. Bring a printed script if needed.

5. PC Preview Desk

Please submit your presentation file and complete a preview check at least 1 hour before your session. If you are presenting in the first morning session, please come at least 30 minutes before your presentation. Presenters scheduled for Day 2 may also check in on the previous afternoon.

Date	Time
Thursday, October 1	8:00-18:00
Friday, October 2	8:30-14:00

(Venue: 2nd floor Foyer, Grand Mercure Sapporo Odori Park)

After the PC Preview

1. After your presentation data has been checked at the PC Preview Desk, the operator will save your file. Your USB drive will be returned to you immediately. However, we recommend that you bring the USB drive containing your presentation data to the session room as a precaution in case of unexpected technical issues during your presentation.
2. All stored presentation data will be deleted under the supervision of the Secretariat after the congress has concluded.
3. If you are bringing your own laptop, please check in at the PC Preview Desk first. After completing the check-in, bring your laptop to the operator's desk inside the session room (front left side). Your laptop will be returned to you at the operator's desk after the session has ended.

[Poster Presenters' Guidelines]

1. Poster Mounting

Please prepare your poster in advance and mount it on the assigned panel before the Q&A session begins. Pushpins for mounting will be provided by the Secretariat.

Presenters are requested to wear the presenter ribbon provided on the poster panel during the Q&A session.

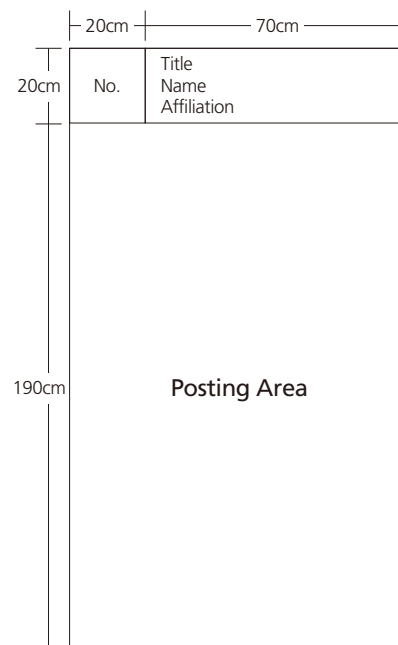
2. Poster Size and Format

Title, Affiliation, and Presenter Name: Vertical 20 cm x Horizontal 70 cm

Main Poster Body: Vertical 190 cm x Horizontal 90 cm

Poster Number: Provided by the Secretariat.

Please prepare your own title, affiliation, and presenter name panel.



3. Presentation Time

Please wear the presenter ribbon and be at your poster during Q&A session begins. During the free-discussion format, please engage freely with participants throughout the session starts.

4. Poster Mounting and Removal

- Please mount your poster during the assigned setup time and remove it promptly after the session ends.
(Please follow the schedule below for poster installation and removal.)
- Posters left after the removal period will be discarded by the Secretariat.

Poster Mounting, Q&A Session and Removal

Date	Mounting	Q&A Session	Removal
Thursday, October 1	9:00-12:00	12:50-13:20	17:00-18:00
Friday, October 2	9:00-11:50	12:40-13:10	13:30-14:30

(Venue: 2nd Floor, Highness Hall, Grand Mercure Sapporo Odori Park)