For Presenters

For Chairs and Speakers

Chairs are required to wait in the "next chair seat" located at the front right of the session rooms 15 min. prior to the session.

All speakers are required to wait in the "next speaker seat" located at the front left of the session rooms 15 min. prior to the presentation.

Conflict of Interest (COI) Disclosures

All speakers are required to show a slide disclosing any potential Conflict of Interest on the second slide of the presentation.

Speakers of poster sessions should indicate Conflict of Interest on the lower right corner of the poster.

For Oral Presenters

PC Preview Desk

PC Preview Desk is located at the lobby, 3rd Floor.

[Opening Hours]
October 2 (Sat.)   07:30-18:00
October 3 (Sun.)   07:30-16:30

Please be sure to register your data at the PC Preview Desk at least 30 min. prior to your presentation time.

For those who will be presenting at the early morning sessions, please register your data on the previous day if possible.

For PC Presenters

Please bring your presentation data in USB flash memory stick or your own laptop to the desk.

* When the presentation data is prepared in Macintosh, Please bring your own laptop.

* If video data is included in your presentation data, we recommend you to bring your own laptop.

* PowerPoint is the only application accepted.

* Please bring your back-update with you in case of trouble. The Secretariat is responsible to delete data after the Meeting.

Please be punctual to the allotted presentation time and follow the chair's instructions during the session.

Precautions for Bringing Your Own Laptop

Please cancel the password, screensaver and power-saving settings of your computer in advance.

Please make sure to confirm the shape of output terminal and bring terminal for connection if necessary.

Mini D-sub15 pin 3 row connector (normal monitor terminal) will be used for connection.
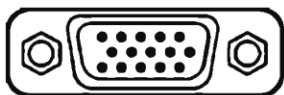
HDMI connection is available.

After the preview at PC preview desk, please bring your laptop to the computer operation desk at the front left side of your session room 15 minutes prior to your presentation.

If you bring Macintosh with type-C connector, you need to bring the back-up data in USB.

Precautions for Bringing Media

Operating system on site is Windows 10, and it is not compatible with Macintosh.

Please bring your own PC if you use Macintosh Windows PowerPoint 2007/2010/2013/2016 are acceptable.

Please use the Windows standard fonts such as Arial, Century, Times New Roman, etc.

If you use video data, we recommend you to bring your own laptop.

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. The links are to be checked beforehand.

Please do not save other data than your presentation data in the media.

Please do not use presenter view for the presentation.

For Invited Speakers

Presentations are carried out in succession.

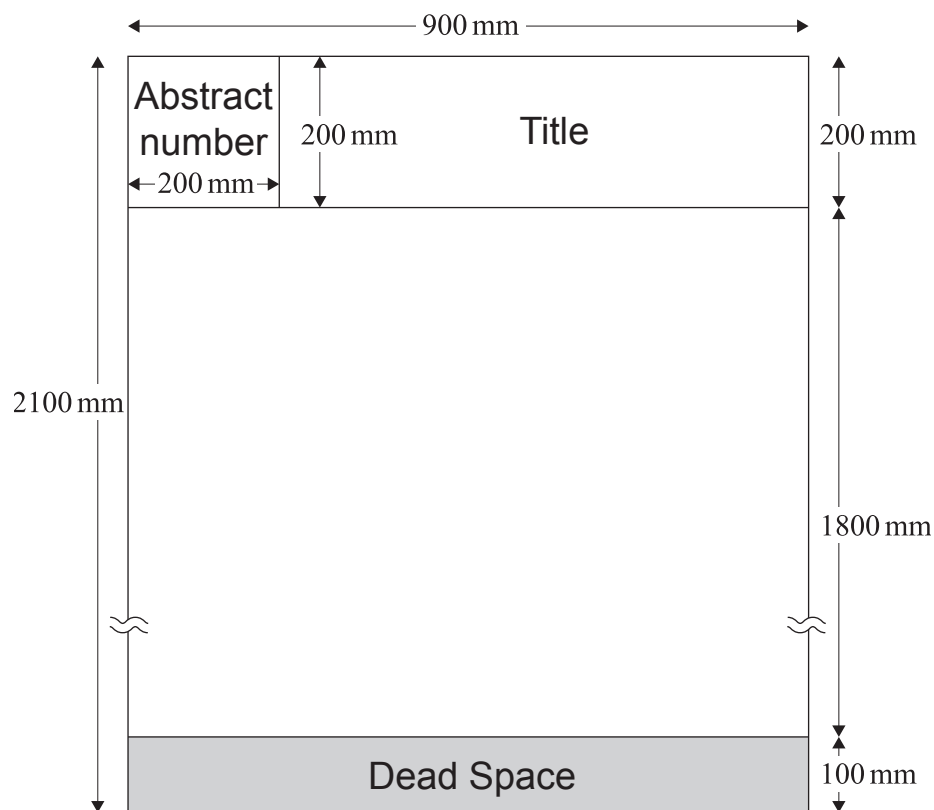| Session	Presentation time	Q&A
Invited Lecture I-II	55 min	5 min
Session I-VII, Workshop I-II	15 min	7 min
Symposium I-II	20 min	8 min

For Poster Presenters

[Poster Format]
The poster board (H2100 mm×W900 mm) is set in the poster session room.

Please make sure that your poster fits the posting space shown below (H1800 mm×W900 mm).

Be sure to include the title of the abstract, and affiliations should be at the top right corner of your poster.

Number plates and pins will be prepared on-site.

Poster Panel

Presenters must disclose applicable COI (Conflict of Interest) of your presentation.
Please download the COI slide template and display on the lower right corner of the board.

Outline of display and session time

	October 2 (Sat.)	October 3 (Sun.)
Poster Mounting	7:30-9:30	—
Poster Session Time	12:50-14:00	12:50-14:00
Poster Removal	—	17:00-17:30

Presentation time (Session time)

Please confirm your presentation schedule in acceptance notification.

The program of poster session 1 and 2 will be upload in program web page later.

Presenters are required to come to the poster session room at least 10 min. prior to the session and stand in front of your poster before your presentation.

Allocated time is **3 min.** presentation and **2 min.** discussion.

Please be punctual and follow the chair's directions.

Please remove your poster within the allowed time. Otherwise, secretariat will discard remaining posters found after the removal times.