Information for Chairpersons and Speakers

For Chairs

- Please be seated at the next chairperson's seat 15 min. prior to the beginning of your session.
- Please be punctual and carefully follow the allotted time limits.

For Presenters

1. Presentation Time

[Invited Lecture / Symposium / Workshop / Special program "Young Scientists Challenging the Future of Virology"] at the direction of secretariat

[Oral Session] Presentation time: 12 min. including 3 min. Q&A

* Please be seated at the next presenter's seat prior to the beginning of your presentation.

* Please give your presentation on time.

2. Presentation Language

[English] Invited Lecture1·2, Symposium1·2·4·5, Workshop3,
　　　　　Special program "Young Scientists Challenging the Future of Virology"

[Japanese] Invited Lecture3, Symposium3·6, Workshop1·2·4

[English /Japanese] Oral Session, Poster

3. PC Preview/Presentation Data

- Please complete previewing / submitting your presentation data 30 min. prior to the beginning of your presentation at the PC Center.
- The OS and applications for the computer provided for presentations are as follows:

　　OS: Windows 11

　　Applications: Windows PowerPoint2021

- Please data must be made by Windows PowerPoint and can only be accepted by USB flash memory.
- If you are using Macintosh, please bring your computer.

[PC Center]

Date	Time	Location
October 28 (Tue)	8:00 ~ 17:00	Congress Center 1F Entrance Lobby
October 29 (Wed)	8:30 ~ 17:00	
October 30 (Thu)	8:30 ~ 17:00	

* Please note that the presenters who give a presentation on the day will be given the highest priority for previewing / submitting their data. So you may not be able to preview / submit your presentation data for the next day and / or the day after if the PC Center is crowded.

[Note for whom bringing a USB memory stick]

- We recommend the 16:9 aspect ratio for presentation slides.
- The title of your presentation file should be "your presentation code + your name".

　　e.g.: W-1-01_XXXX.ppt　or　W-1-01_XXXX.pptx

- OS-standard fonts are recommended such as;

　　Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia, Times New Roman

● Please check your presentation data including images by pasting the data from host / main computer to another computer if the data is shown properly.

● Please run a virus check on your computer in advance.

● Please View in PowerPoint Slide Show cannot be used.

● All the copied data will be deleted by organizers appropriately after the meeting ended.

[Note for whom bringing own computer]

● Please bring back-up copy of your data on USB memory stick in case your computer is unable to connect to the projector provided.

● Please be sure to bring an AC adaptor to the presentation venue in case your computer's battery runs out.

● Please bring HDMI conversion adaptor or a computer that fits with the same form as a HDMI.

● Please adjust your computer setting so it does not revert to screensaver or energy-saving mode during your presentation.

● Presenter View in PowerPoint Slide Show cannot be used.

4. Disclosure of Conflict of Interest (COI)

● COI disclosure is required at both oral and poster presentation.

● Please report any conflict of interest (COI) in your presentation data.

Request to Poster Presenters

1. Discussion time / Place

● Discussion time: 60 min.

Date	Installation	Poster Viewing	Poster discussion Mixer time	Removal	Place
October 28 (Tue)	9:00~11:00	11:00~17:40	(Odd number) 17:40~18:40	-	Poster Room Exhibition and Event Hall, 1F Block 1
October 29 (Wed)	-	9:00~17:50	(Even number) 17:50~18:50	-	
October 30 (Thu)	-	9:00~14:00	-	14:00~15:00	

● All the posters will be displayed during the meeting.

● Presenters are requested to come to the front of their poster before the Discussion time, and please start on time.

● Posters which are not removed by the end of the removal time will be removed and disposed by the Secretariat.

2. Presentation Language

English / Japanese

3. Poster Format

● Please prepare the printed poster in a size of 180 cm long and 90 cm wide or smaller including title, name and affiliation.

● Poster number and pushpins will be prepared at your panel.

4. Disclosure of Conflict of Interest (COI)

● COI disclosure is required at both oral and poster presentation.

● Please report any conflict of interest (COI) in your poster.

Poster Number will be prepared by Secretariat

Poster number

Title
Name   Affiliation

20cm

70cm

180cm

90cm