To Chairs and Speakers

Registration

All chairpersons of the oral sessions are to register at the registration desk on the second floor of the West Wing of the TFT Building, which is the venue.

Poster session speakers should check in at the reception desk at the entrance to the poster session room.

Oral Presentation Guidelines

1. Presentation Time

   All presentations should run within the time allotted by the session chairperson. Oral session speakers should adhere strictly to 6 minutes for presenting and 2 minutes for discussion (8 minutes total). The timekeeper will alert each speaker to the time remaining and end time of their presentation.

2. Presentation Equipment (Data and PCs)

   ・After registering, all oral session speakers should check in at the PC Center at least one hour prior to their presentation to submit their presentation data.

   ・Please do not bring your own Windows PC or Macintosh computer.

   ・All presentation materials should be formatted in Microsoft PowerPoint 2010, 2013 or 2016 for Windows PC. The Microsoft Windows operating system is the only system that will be used at the IARM conference. Please ensure your presentation is compatible with Windows.

   ・The slide size must be at a ratio of 4:3. In the PowerPoint 2013 initial setting, the size may be 16:9 when you click "Make a New Presentation." However, if you open the slide at 16:9 with a monitor of 4:3, the top and bottom parts of the monitor will be blacked out. You are advised to prepare for a 4:3 ratio.

   ・You may submit presentation data in a USB memory stick or CD-R in the above format.

   ・Please check your presentation data for any viruses before arriving at the PC Center.

   ・We recommend that you also bring back-up data.

   ・Please use standard Windows fonts.

   ・A single projection screen without sound will be available for presentations.

   ・You will be permitted to use the monitor, keyboard, mouse, and laser pointer set on the presentation desk.

   ・Seats for the next speaker and next chairperson will be in each oral presentation room. Please be seated 15 minutes prior to your presentation.

   ・Name your presentation data using your name; e.g., "John Doe"

   ・When preparing your presentation, be mindful that if any of the contents could constitute a breach of personal information privacy, please obtain consent from the patient or his or her representative in advance. Presentations with personally identifiable information are strictly prohibited.

3. PC Center

   Location: 2F West Wing of TFT Building

   Date: <Day 1> Wednesday, October 10   8：00 - 18：00

       <Day 2> Thursday, October 11   8：00 - 17：00

       <Day 3> Friday, October 12   8：00 - 14：00

   *You may register and check in your presentation data for Thursday and Friday at the PC Center starting Wednesday afternoon.

4. Conflict of Interest

   Conflict of interest (COI) disclosures should be announced before a presentation starts.

Poster Presentation Guidelines

1. Setup Time

   9:00 - 12:00 (Thursday, October 11)

2. Q&A Time

   <u>16:00 - 17:00 (Thursday, October 11)</u>

   <u>Please be in front of your poster panel at the above designated time for Q&A.</u>

3. Removal Time

   17:00 - 18:00 (Thursday, October 11)

   All posters should be taken down from the boards by the time stated above. The conference secretariat will not assume responsibility for the loss of posters left on the boards after the above-stated time period and/or after the conference is over.

4. Each speaker should exhibit a top banner 70 cm wide by 20 cm tall that shows the title, name(s) and affiliation(s) of the presenter on the right side of the poster number sheet at the upper-left corner of the poster board. (See figure above.) The size of space below the top banner of the poster should not be more than 90 cm wide or 180 cm tall.

5. Any conflict of interest (COI) should be noted on the poster.

6. Push pins will be available in the Poster Room.