

Guidelines for Chairs & Speakers

Presentation Registration

After registering for the conference at the reception desk of the site, all speakers for the oral sessions are asked to come to the PC Center to check in their presentation data. You are advised to come to the PC Center at least 30 minutes before your session starts.

Presentation Data and PC

<Presentation equipment>

1. All presentation materials should be prepared in Microsoft PowerPoint 2019 to 2024 version for Windows PC.
2. Save your presentation data on USB memory stick. Please be sure that your file is compatible with Windows operating system.
3. You are advised to bring your own laptop PC if your presentation materials including video/movies cannot be prepared in the above-mentioned format, or if you are using a Macintosh.
4. Please make sure that your laptop is equipped with HDMI. If you are using a Macintosh, please make sure to bring your device's AC adapter and connector to HDMI.
5. Please deactivate your screensaver and power saving settings.
6. Please bring your own power cable. Presentations using battery power may result in problems.
7. To avoid losing important data on your PC, which will be used for your presentation, be sure to back up such data beforehand

Next Chairpersons and Next Speakers

The seats for "Next Speaker" and "Next Chairperson" are reserved in the front row of each room. Please come to the room and take a seat at least 15 minutes before your presentation/session starts.

Disclosure of COI

The lead presenter and all co-presenters are required to disclose the COI over the past year.

<Oral Presentation>

If there is any COI, the oral presenter should use the disclosure slide to present COI after the title slide, to clarify the names of companies and/or associations in question.