

Guidelines for Presenters

1. Reception Procedure on the Day of the Event

- Pre-registered users
Please print your name badge from Confit site and bring it with you.
Please pick up your name batch holder at the registration desk.
- For those who have not pre-registered
Please register at the general reception desk on the 1st floor of the Main Hall.
- For non-member symposium speakers
No registration is required on the day of the event.

2. For Speakers

- Please check in at the designated presentation reception desk at least 30 minutes before your presentation to examine the connection of your laptop PC, or to submit your presentation data.
- The buildings of the presentation venues and reception desks differ depending on the session.
Please proceed to the building where your presentation venue and reception desk are located.
 - * Plenary Lectures, Best Presentation Awards, Conference Award Lectures, and Symposium 2, 5, 7, and 9 (First Venue)
Presentation venue and reception desk: Convention Hall 3F
 - * Symposium 1, 3, 4, 6, 8, 10, LAS Seminars, and General Oral Presentations (Second, Third, and Fourth Venues)
Reception venue and reception desk: Main Hall 3F

Guidelines for Speakers in Plenary Lectures, Symposia, and LAS Seminars

1. Presentation Method

- Presentations must be conducted using an LCD projector and a laptop PC.
- Both projectors and PCs will be provided at the venue. Or, you may use your own laptop PC if preferred.
- The provided PC will run Windows 10 and support Power Point 2016, 2019, 2021, 2023, and Microsoft 365.
Note: No macOS is available.

2. If Using a Venue Laptop PC

- At the designated presentation reception desk indicating “For Speakers”, submit your presentation data at least 30 minutes before your presentation starts.
- Only USB flash drive (type A or C connector) is acceptable to transfer the presentation file. No other external media (e.g., floppy disks, CDs, MO disks) are supported.
- If your presentation was created using software other than Windows PowerPoint 2016, 2019, 2021, 2023, or Microsoft 365, please verify that your presentation is properly displayed at the reception desk.
- Presentation data will be deleted after the session from any provided PC under the supervision and responsibility of the conference headquarters.

3. If Using Your Own Laptop PC

- Please make sure to check in the designated presentation reception desk indicating “For Speakers”, and check the projector connection at least 30 minutes before your presentation starts.
- Connection to the projector is through the HDMI port. Please confirm output port of your PC, and if necessary, bring an HDMI adapter. Also, bring your power adapter.

4. Presentation Data Preparation Guidelines

Fonts:

To prevent font garbling or character corruption, use the following fonts.

- Japanese: MS Gothic, MS P Gothic, MS Mincho, MS P Mincho
- English: Century, Century Gothic, Times New Roman, Arial

Videos and Other Data:

- If your presentation includes videos, please bring your own laptop to ensure proper playback.
- If presenting via USB, avoid using any videos or animations in your presentation, as they may cause playback issues.
- If your presentation contains external link (e.g., images, videos, graphs), ensure that all linked files are also saved in the PC and verify functionality on the PC and confirm functionality at the presenter reception desk.

Note: No audio output for videos is available.

Guidelines for Oral Presentations (General)

1. Presentation Method

- Presentations must be conducted using an LCD projector and a PC provided at the venue.

- No personal laptops PC is allowed.
- The provided PC will run Windows 10 and support Power Point 2016, 2019, 2021, 2023, and Microsoft 365.
Note: No macOS is available.
- Only USB flash drive drives with Type-A or Type-C connectors are accepted for transferring presentation files. No other external media (e.g., floppy disks, CDs, MO disks) are supported.
- Name your file using your presentation number. Example: O-01_Ichiro Suzuki.pptx
- If your presentation was created using software other than Windows PowerPoint 2016, 2019, 2021, 2023, or Microsoft 365, please verify ensure it displays correctly on the PC at the reception desk.

2. Presentation Data Submission

- Submit your presentation data at the presentation reception desk on the 3rd floor of the Main Hall at least 30 minutes before your presentation starts.
- Presentation data will be deleted after the session from any PC under the supervision and responsibility of the conference headquarters.

3. Presentation Data Preparation Guidelines

(1) If Created on Windows:

Use PowerPoint 2016, 2019, 2021, 2023, or Microsoft 365.

(2) If Created on macOS:

- Check and re-edit your file on a Windows PC before submission.
- Use a USB flash drive formatted for Windows compatibility.

(3) Fonts:

To prevent font garbling and/or character corruption, use the following fonts.

- Japanese: MS Gothic, MS P Gothic, MS Mincho, MS P Mincho
- English: Century, Century Gothic, Times New Roman, Arial

(4) Video and Other Data

- If using videos, please ensure that your presentation displays correctly on the PC at the reception desk.
- If presenting via USB, avoid using any videos or animations in your presentation, as they may cause playback issues.
- If your presentation includes external links (e.g., images, videos, graphs), make sure that linked files are also saved on the PC, and verify functionality on the PC at the presenter reception desk.

Note: No audio output for videos is available.

4. Ethical Considerations

Include the following information on the second or last slide of your presentation:

1. Animal Experimentation Approval:

Example: This study was conducted with approval from the Institutional Animal Care and Use Committee of the ABC University (Approval No. XXXXX).

2. Conflict of Interest Disclosure:

- If there is no conflict: There are no conflicts of interest to disclose for this study.
- If conflict is applicable: This study was conducted as a collaborative/contracted research with [Company Name] by [Author Name].

5. Presentation Time

Each presentation is allocated 8 minutes for the presentation and 2 minutes for Q&A, totaling 10 minutes. Please be punctual and adhere to the allotted time.

Note: Presentations exceeding the assigned time may be cut off.

Guidelines for Oral Presentations (Best Presentation Award)

1. Presentation Method

The same as for general oral presentations.

2. Presentation Data Submission

- Submit your presentation data at the 3rd floor of the Convention Hall presentation reception desk on the day of your presentation (Wednesday, May 21), at least 30 minutes before your presentation starts. Please bring your data as early as possible as the reception desk is expected to be busy.
- Name your file using your presentation number. Example: BP-01_Ichiro Suzuki.pptx
- Presentation data will be deleted from any provided PC after the session under the supervision and responsibility of the conference headquarters.

3. Presentation Data Preparation Guidelines

Please refer to 'Presentation Data Preparation Guidelines' for general oral presentations.

4. Ethical Considerations

Please refer to 'Presentation Data Preparation Guidelines' for general oral presentations.

5. Presentation Time

Each presentation is allocated 9 minutes for the presentation and 3 minutes for Q&A, totaling

12 minutes. Please be punctual and adhere to the allotted time.

Note: Presentations exceeding the assigned time may be cut off.

Guidelines for Poster Presenters

1. Poster Presentation Schedule

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|-----------------------------|---|
| • Setup: | Wednesday, May 21, 8:30–9:00 |
| • Exhibition | Wednesday, 21st 9:00–Thursday, 22nd 18:00 |
| • Presentation & Discussion | Sessions: |
| Odd-numbered posters: | Wednesday, 21st 17:30–18:30 |
| Even-numbered posters: | Thursday, 22nd 17:00–18:00 |
| Best Presentation Award: | Thursday, 22nd 17:00–18:00 |
| • Removal | Friday, 23rd 9:00–11:00 |

2. Poster Setup

- Attach your poster to the designated panel (indicated by your number) on Wednesday, May 21, between 8:30 and 9:00 a.m.
- The display area is in the “Poster & Exhibition Venue” on the 1st floor of Exhibition Hall 3.

3. Discussion Guidelines

- Presenters are required to stand by their posters during the designated discussion periods.
- There will be no session chairs; discussions are encouraged to take place freely between presenters and attendees.

4. Removal

Remove your posters between 9:00 and 11:00 on Friday, May 23.

Note: Posters not removed in time will be discarded.

5. Poster Preparation Guidelines

- Poster board size: 210 cm (H) × 90 cm (W). Use an area within 180 cm (H).
- Presentation number tags will be provided at each poster presentation site. Leave space for the title number tag in the upper left corner, which measures 20 cm × 20 cm.
- Title, author(s), and affiliation should be displayed at the top and indicate the presenter’s name with a ○ mark among the members of the research group.
- Use a minimum 16pt font for readability; gothic fonts are recommended.

- Push pins for posting will be provided. Do not use duct tape or double-sided tape.

6. Ethical Considerations

Include the following information on the poster of your presentation:

1. Animal Experimentation Approval:

This study was conducted with approval from the Institutional Animal Care and Use Committee of the ABC University (Approval No. XXXXX).

2. Conflict of Interest Disclosure:

- If there is no conflict: There are no conflicts of interest to disclose for this study.
- If a conflict applies: This study was conducted as a collaborative/contracted research with [Company Name] by [Author Name].