

To the Chairpersons

To the chairpersons of the lectures

1. Please come to the Chairperson/Speaker registration desk at the Entrance Hall on the 1st floor at least 20 min prior to the start of your session.
2. Please be seated at the next Chairperson's seat 10 min prior to the start of your session.
3. Q&A sessions will be held at the on-site venue using the microphone at the venue, and for Zoom participants, using the Q&A function. Please use the Chairperson's PC at the venue to respond to questions.
4. We ask for your cooperation to ensure that all sessions, including lectures and Q&A sessions, are completed on time.

To the chairpersons of the poster sessions

1. Please come to the poster venue (P-01–44, Small Hall; P-45–59, Main Hall; P-60–82, Citizens Lobby) at least 10 min prior to the start of your session. Please receive an instruction stick from the staff.
2. Please facilitate a lively discussion.
3. Each presenter will have 4 minutes for presentation and 3 minutes for Q&A session. Please cooperate to finish in time.
4. Please return the instruction stick at the end of the discussion time.

To the Presenters

COI disclosure information

Please disclose COI (Conflict of Interest). When you are corporate employees, please display COI tags to prevent from COI from other corporations. Presenters for Oral Presentation are required to show COI on the second slide (next to titles). Presenters for Poster Presentation are required to show COI on the last position.

Sample1

COI Disclosure Information
Taro Dokusei
In connection with this presentation, there is no COI to be disclosed with any companies.

Sample2

COI Disclosure Information	
Hanako Dokusei	
In connection with the presentation, we disclose COI with following companies.	
Executive / Advisory Position:	(○○Company)
Funded research / Collaborative research:	(○○Company)
Lecture Honorariums, etc.:	(○○Company)

To Presenters of lectures

1. Data and PCs

Please bring your USB memory stick to the PC center in the foyer of the Main Hall on the 1st floor at least 30 min prior to the start of your session. For PC users, please reconfirm your presentation data at the PC center and bring it to the PC operator at the front left of the room at least 15 min before your session.

2. Available PC equipments for presenters are PC projectors only.

3. Once the prior presenters have started their presentation, please take a seat for the next presenter.

4. Slide size is 16:9 (resolution 1,920 × 1,080 pixels).

[Windows]

- 1) Please bring your own USB memory stick or your own PC. (To avoid problems due to differences in usage environments, we recommend that you bring your own personal USB memory stick or PC.)
- 2) Windows 10 based PCs with Microsoft Power Point 2016, 2019, 2021, 2023 and Microsoft 365 are available.
- 3) Please do not store any data other than your presentation in your USB memory stick.
- 4) After the meeting, the presentation data will be completely deleted by the congress secretariat.

[Macintosh]

- 1) Please bring your own PCs.
- 2) No USB memory sticks are allowed.

[Please note the followings in regards to Windows PCs and Macintosh PCs]

- 1) Monitor output via HDMI is required.
- 2) Please be sure to bring your own power cable.
- 3) Please bring an extra copy of your data in case of unexpected media problems.
- 4) Please bring your PC with you when you finish your presentation.

To Poster Presenters

1. Posters will be displayed on-site.

P-01–44 : Small Hall

P-45–59 : Main Hall

P-60–82 : Citizens Lobby

Poster presentations will be held on-site only, and the presenter is required to attend on-site.

The schedule for poster display, presentation, and discussion is as follows.

Poster installation : January 30 (Thu) 9:00–9:30

Poster discussion 1 : January 30 (Thu) 11:10–12:10

Poster discussion 2 : January 31 (Fri) 14:45–15:45

Poster removal : January 31 (Fri) 15:45–16:30

*Posters not removed by the time will be disposed of by the secretariat.

2. Poster panel size: Height 180 cm and Width 90 cm.
(the size without panel frame is height 176 cm and width 86 cm)

Poster number tags (20 cm × 20 cm) in the upper left side of the poster panel will be provided by the congress secretariat. Please indicate your abstract title, name, and affiliation in the upper area of the poster panel. The space for the poster number should be secured when you place your poster from the top edge.

3. Posters should be prepared in English.
4. Double-sided tape and presenter ribbons are provided for each poster panel.

In addition to your name card, poster presenters must wear this ribbon during discussion.

5. Discussion will be 4 min for presentation and 3 min for Q&A session. Please follow the chairperson's instructions for summary presentation and discussion. Please strictly adhere to the presentation time.
6. Please note that if you do not display your poster on-site, the presentation will be treated as a withdrawal.

