

# Presentation Guidelines

## Oral Session Guidelines

**Presentation time** : 10 minutes total (include introduction, setup, etc.)

- 7 mins for presentation, 2 mins for discussion, 1 min for changeover.
- The bell ring at 6 mins (1min before end) and 7 mins.

### **Equipments :**

- projector (HDMI-A type cable)
- screen (recommended slides with 16:9 ratio)
- platform
- microphone
- laser pointer (with presentation clicker function)
- pc for the presentation (If you present other than Microsoft PPT, you can use your own PC)



### **Others :**

- Presenters should gather on the left front of the conference hall 10 mins before your session.

## Upload Guidelines

- The presenters must upload the presentation materials to the designated folder in advance.  
Upload your materials from following link by 25<sup>th</sup> July, 2023.

Link → <https://mizuno.app.box.com/f/72bdce94365d455790d5dd06196f9b01>

- Set the name of the file as following rule : **Present Date\_Presentation ID\_Your name.pptx**  
(ex) 230726\_O1-1\_Daisuke Kogawa.pptx)

## Poster Session Guidelines

### **Display guidelines :**

- The poster session will be taken place at **Gymnastic hall** at the Canal Port.
- The poster panels set up are for **A0 size** poster (Height 1189 mm x Width 841 mm).
- **Pins** will be provided for you to affix your poster to the board.
- You can post your poster from the first day of the symposium (26<sup>th</sup> July ) until 13:00 on the last day of the symposium (28<sup>th</sup> July).
- Please refer to the venue map on the page 19 for the layout.



### **Others :**

- Removal and collection of poster is the responsibility of the presenter. Posters not removed by the 13:00 on the last day will be removed and disposed of by the conference staff.