Instructions for the presentation

Oral Session (Room D: Hybrid presentation, Room E: On-site presentation only)

1. Oral Session will be held at "Room D" with hybrid format and "Room E" with on-site in-person format. The presenters at Room D, both on-site and remote, are requested to use Zoom. The link for the Zoom session is displayed at agenda in Whova platform.

2. Speakers should arrive at least 10 minutes prior to the start of the session, and then check their presentation files. It is preferable to use the on-site PC for the presenters at Room D because of the connection to Zoom. If the speaker use his/her own PC for the presentation, such PC should also be checked by connecting the projector before starting the session.

3. A PC Windows environment will be equipped at the presentation room. Presentation file should be in Microsoft PowerPoint 2016 or later (or compatible) or Adobe Acrobat Reader (.pdf) to guarantee they will open successfully on the on-site PC before starting the session.

4. If the speaker would like to use a Macintosh computer, please prepare VGA or HDMI connector.

5. Invited Oral is permitted 28 minutes including discussion, whereas contributed Oral is permitted 14 minutes including discussion. You should prepare your talk so that you can leave 2-3 minutes for discussion. The presentation time will be strictly kept by the Session Chair.

Poster Session (on-site only)

1. Poster session will be held at "Poster Room" near the general reception desk.

2. Please note there is a short-presentation session at "Room D" prior to the poster presentation. Each presenter can pitch 1 minute short presentation without discussion. Please prepare your talk to highlight the results of your poster presentation.

3. A PC Windows environment will be equipped at the presentation room (room D). Presentation file should be in Microsoft PowerPoint 2016 or later (or compatible) or Adobe Acrobat Reader (.pdf) to guarantee they will open successfully on the on-site PC.

4. Poster presenters will be provided with a blank poster board and pushpins for mounting posters on it. Please prepare your poster in A0 size, i.e., 84.1 cm horizontal and 118.9 cm vertical.

5. Presenters must dismantle their posters just after session termination. After that they will be discarded.

6. Presenters are requested to follow the schedule for setting up and taking down their posters as follows.

Poster Session, Nov. 27, Sat.

Poster Setup:	8:30-9:00
Short Presentation:	9:00-9:27
Poster Session:	9:30-10:45
Poster Tear Down:	10:45-11:30