

## Instructions for Chairs and Presenters

### 1. For Chairs (Special Lectures, Symposia, General Oral Presentations, YIA Oral Presentations)

Please be seated at the front of the room at least 5 minutes before the session starts.

The session management is entrusted to the chairpersons; however, please ensure that the session proceeds on schedule.

### 2. For Presenters (Special Lectures, Symposia, General Oral Presentations, YIA Oral Presentations)

#### Presentation Format

<b>Session</b>	<b>Time</b>	<b>Language</b>	<b>Slide language</b>
Special Lectures / Symposia	Please refer to the instructions provided by the organizing secretariat		English or Japanese
General & YIA Oral Presentations	10 min (8 min presentation, 2 min discussion)	English or Japanese	English or Japanese

Please be seated in the “next speaker” seat at the front of the room at least 10 minutes before your presentation.

#### Presentation Data:

- Please bring your presentation data on a USB flash drive or your own laptop to the PC desk.
- If your presentation includes video or if you prefer to use a Mac, please bring your own computer.
- Screen aspect ratio: 16:9
- Please use the keyboard and mouse on the podium to operate your slides.
- Presenter View in PowerPoint is not available.

When bringing presentation data on a USB flash drive:

- The provided PC specifications are:

OS: Windows 11

Application: PowerPoint 365 (Windows version)

(If your data was created on a Mac, please bring your own computer.)

- Use only standard OS fonts:

- Videos must be compatible with Windows standard codecs or Windows Media Player.

If using video, please also bring the computer used to create the data.

- File name: "PresentationNumber\_PresenterName"

- All data will be deleted after the conference.

When bringing your own PC:

- Bring backup data.

- Connection will be via HDMI. Bring necessary adapters.

- Disable sleep mode, screensaver, and power-saving settings.

- Bring your power adapter.

- Also bring a backup USB.

- Retrieve your PC promptly after your presentation.

- Tablets and smartphones are not supported.

Data Submission:

Please submit your data at the PC desk at least 30 minutes before your session.

Operation check will be performed.

Presenters on later days are encouraged to complete submission on Day 1.

Reception Hours:

June 25: 12:30–16:30

June 26: 9:30–17:00

June 27: 8:30–14:30

Location:

Waseda University International Conference Center, 1F Lobby

#### 4. Poster Presentations (General Posters and YIA Posters)

Poster sessions will be conducted in a free discussion format.

Please remain at your poster during the assigned time.

Poster Preparation:

Panel size: 180 cm (H) × 120 cm (W)

Pins will be provided.

Language: English or Japanese

Poster Location:

Waseda University International Conference Center, 3F (Rooms 2 and 3)

Schedule:

Setup: June 25, 12:30–14:30

Presentation:

June 26: 13:10–14:10 (YIA Posters)

June 27: 11:00–12:00 (General Posters)

Removal: June 27, 13:10–14:30

Posters not removed on time will be discarded.