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## Instructions Regarding Scientific Program

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### Instructions for Speakers of Oral Presentations

#### **Presentation Duration**

Presentation Duration allotted for each speaker of each lecture/session is shown below.

Oral Session	10 minutes (8-minute talk & 2-minute discussion)
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All speakers of Presidential Lecture, Invited Lecture, Educational Lecture, Morning Lecture, and Symposium have been announced time schedule of each session in advance.

All oral presentations are guided by chairpersons.

Speakers are requested to strictly keep the allotted time.

#### **Official Language**

English.

#### **PC Preview**

All speakers are requested to bring their presentation data on USB Flash Drive, CD-R or their own computer to PC Preview Desk and to upload their presentation data at least 30-minute before their session.

#### **PC Preview Desk: Foyer, 4F**

Opening Hours

8 : 00 - 19 : 00, November 30 (Thu)

7 : 30 - 19 : 00, December 1 (Fri)

7 : 30 - 13 : 30, December 2 (Sat)

#### **[Notes]**

- 1) Accepted application format is Windows Power Point 2007/2010/2013/2016.
- 2) Recommended typefaces are Century, Century Gothic, Arial, and Times New Roman. Please avoid special characters.
- 3) Please include the presentation number and presenter's name in the file name.
- 4) If you create your presentation using a Macintosh and/or moving images, please bring your own computer.
- 5) If you use your own computer, please bring your power adaptor.
- 6) Presenter Tool displaying your manuscript on PC monitor at the podium is not available.

### Instructions for Chairpersons

All chairpersons are requested to be seated at the next chairperson's seat placed in the front row of the room 30-minute before their session starts.

### Instructions for Poster Presenters

All posters shall be set up during the following time;

9 : 00 - 10 : 00, November 30 (Thu)

9 : 00 - 10 : 00, December 1 (Fri)

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All posters shall be removed during the following time;

18 : 00 - 19 : 00, November 30 (Thu)

18 : 00 - 19 : 00, December 1 (Fri)

### [Notes]

Posters remaining after 19 : 00, December 1 (Fri), will be **DISCARDED** by the Organizing Secretariat.

### Guidelines for Poster Preparation

- All posters shall be prepared entirely in English.
- Each author is requested to indicate “title”, “authors’ names” and “authors’ affiliations” on the top right of the poster board within an area of 70 cm wide × 20 cm high.
- A presentation number board to be put on the top left of each poster will be prepared and attached by the Organizing Secretariat.
- Poster contents should be arranged to describe the “objective”, “methods”, “results” and “conclusion”.
- The poster size should be 90 cm wide and 210 cm high. Layout of poster contents shall be decided at authors’ discretion.
- The typeface used on posters should be at least 18 mm high so that the content can be read from a distance.
- Tables and figures should likewise be of an appropriate scale, with text large enough to be easily read.
- Posters shall be attached to poster boards using thumbtacks, which will be provided by the Organizing Secretariat. No paste, glue, staples and/or nails are permitted to use.
- There will be no reception for poster tour.

