Instruction for Chairpersons and Speakers

■For Chairpersons

1. Chairpersons are requested to be seated Next Chairpersons Seat in the conference room, preferably 10 minutes in advance of the scheduled start time.

2. As there will be no announcement or cue, please proceed to take the stage promptly at the appointed time and initiate the session. We request for your cooperation to ensure that your session proceeds according to the prescribed time limit/schedule.

■For Speakers

1. Presentation data submission

1) Please submit your presentation data online in advance.

※ Please be assured that the secretariat of the Congress will completely delete the submitted data after the session. The URL for uploading data will be provided by e-mail on an individual basis.

2) Please create your presentation data in English and upload it by named "Session Number_Name".

2. Presentation materials

1) The conference room is equipped with PC installed with windows 10. Microsoft PowerPoint Ver. 2010, 2019 are the equipped application software.

2) The projection screen for your presentation has Full HD resolution (1920 x 1080 pixels) which means the recommended slide size is 16:9 widescreen aspect ratio.

3) Please prepare your slides in English and store your data either CD-R or USB memory device named "Session Number_Name".

4) If your presentation file is made by Macintosh, please bring your own PC with power adaptor and cable, if necessary. Please ensure that it is compatible with the HDMI.

Also please cancel screensaver and sleep/power-saving settings of your PC monitor beforehand.

5) Due to preventing virus infections acquired through media, confirm that your presentation data has not been infected by any virus in advance by using the latest version of the security software.

6) All speakers are required to show a slide disclosing any potential Conflict of Interest on the 2nd slide of your presentation.

Please download the template from the following URL:

https://westmice-jtb.box.com/s/0umbcy36wr54g4mql57zcskxiygamgip

3. Slide Upload and Review

Presenters should check in and review the slide data at the Speaker Preview Room at least 1 hour before their scheduled presentation. If the presentation data is not uploaded in advance, please bring the presentation data stored on a memory device. For the presenters who has the presentation at the first session on the day 1 (8th November), please check in and review the slide data at the Speaker Preview Room no later than 30 minutes prior to the session starts.

For those wishing to show a movie and using the Macintosh to prepare the presentation, please bring your own laptop instead of submitting the data with memory devices. All energy-conserving functions such as screensavers, sleep/power-saving setting should be disabled on PCs to be used in the presentation.

4. In the session

1) All speakers are requested to be seated in Next Speaker Seat in the conference room, no later than 10 minutes in advance of the scheduled start time. If you use your own laptop for your presentation, please take your laptop with you to the presentation operator's table at least 20 minutes before your presentation starts. The presentation operator's table is located at the front left side of conference room.

2) The timekeeper will show a yellow low lamp 2 min. prior to your presentation; a red lamp shows that the end of your presentation time. Please keep allocated presentation time.