Guidelines for Plenary, Invited, Oral, and Poster presenters

1. Presentation rooms in Sendai International Center (Exhibition building) are as follows:

・Main Hall (1F, Exhibition Hall 3)

・Room A (1F, Exhibition Hall 1-B)

・Room B (1F, Meeting Room 1+2)

2. A laptop computer and an LCD projector will be available in all the presentation rooms.

3. Please be sure to visit PC Center in <u>Meeting Room 4 (1F)</u> to submit your data (in USB or PC) <u>at least 30 min before your Presentation</u>.

4. Allotted time for Oral Presentations

・Plenary speakers: 35 minutes each

・Invited speakers: 24 minutes each (21 minutes for presentation, 3 minutes for discussion)

・Contributed speakers: 12 minutes each (9 minutes for presentation, 3 minutes for discussion)

5. Guidelines for Poster Presenters

・Poster Session Room: 1F, Exhibition Hall 2.

・Schedule for Odd-numbered Posters:

  - Poster Mounting: June 16th (Mon), 12:00–18:00.

  - Presentation: June 16th (Mon), 18:15–20:15.

  - Poster Removal: June 16th (Mon), 20:15–21:15.

・Schedule for Even-numbered Posters:

  - Poster Mounting: June 17th (Tue), 8:00–9:45.

  - Presentation: June 17th (Tue), 10:00–12:00.

  - Poster Removal: June 17th (Tue), 12:00–13:00, and June 18th (Wed), 8:00–13:00.

・The organizing committee is not responsible for the posters left mounted after the allotted time.

6. Please leave a space of 20 cm x 20 cm on the upper left of your poster for the poster number sticker, which will be pasted before the poster mounting.

Your poster must fit in a space of 160 cm in height and 90 cm in width.

Please note that there will be no poster printing facilities at the conference site.
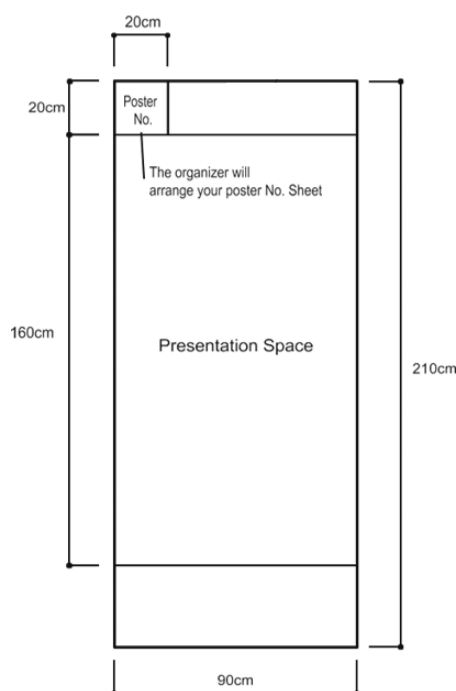
Oral Presentation

・Please confirm your presentation schedule (date, time, and room) in the program in advance.

・You are requested to go to the room where you are a speaker at least 10 minutes prior to the start of your session.

・Speakers are encouraged to copy their presentation data into the computer provided in the respective session rooms. Please bring your presentation data to a USB flash memory stick at least 10 minutes prior to the commencement of the session and load your presentation file into the session computer.

・If you intend to use your own PC for your presentation, please make sure to check the compatibility of your PC with the projector during the coffee break or lunch break prior to your session.

<Notes>
- Only the HDMI port is available on the projectors for oral presentation. Please consider bringing your own adapter if necessary.
- For those who live outside Japan, it is highly recommended that you bring a power adapter. Only the power plug of the Type A (Japanese 2-pin, 100 Volts) is available in the conference rooms.
- When submitting your laptop, please make sure Safe Mode, screen savers, and password locks are disabled.
- Please make your presentation in English.
- Please adhere to the time limits of your presentation to ensure smooth proceedings.

Presentation times are as follows:
– Plenary Speakers: 35 min.
– Invited Speakers: 24 min. (21 min. Presentation / 3 min. Q&A)
– Oral Speakers: 12 min. (9 min. Presentation / 3 min. Q&A)

  *Please see the [program](#) for detailed presentation time