

Instructions for Session Chairs and Presenters

■ Conflict of Interest (CIO) Disclosure

All presenters are required to disclose any conflicts of interest (COI) during their presentations, regardless of whether any conflicts exist.

- Oral presentations: Please insert a COI disclosure slide as the second slide, immediately following the title slide.
- Poster presentations: Please include a COI disclosure on your poster. The placement is at your discretion.

■ Oral presentation

【For Session Chairs】

- No chairperson registration is required.
- Please be seated near the chairperson's desk at the front right of the room **10 minutes before** your session begins.
- Announcements will be made to signal the start and end of each session. Please begin after the announcement. To ensure the smooth operation of the program, we kindly ask that you keep strictly to the schedule.

【For Presenters】

1. Oral presentations must be given using Microsoft PowerPoint.
 - Presentation slides must be prepared in English.
 - The presentation itself may be delivered either in Japanese or English.
 - Please check in at the PC Preview Desk at least 30 minutes before your session begins (20 minutes before for early morning sessions).

PC Preview Desk

Location: 1st Floor, Dejima Messe Nagasaki (to the right of the main entrance)

Opening Hours

- Thursday, August 20: 8:30–17:30
- Friday, August 21: 8:00–17:30
- Saturday, August 22: 8:00–11:00

2. General oral presentations are allocated:

Presentation: 5 minutes

Discussion: 1 minute

3. Please be seated in the speaker's seat at the front left of the room 15 minutes before your presentation.
4. A monitor and mouse will be provided at the podium. Please operate your slides yourself.
5. Presenter View is not available. If you require notes, please bring printed materials.
6. A countdown timer will be displayed. Please keep strictly to the allotted presentation time.
7. Presentation data will be securely deleted by the organizing committee after the meeting.

【Presentation Date】

1. Please prepare your PowerPoint slides in 16:9 widescreen format.
2. The conference computers are configured as follows:
OS: Windows 11
Display format: 16:9 widescreen
Resolution: 1920 × 1080
Software: Microsoft PowerPoint 2024
PowerPoint 2016, 2019, 2021, 2024, and Microsoft 365 files are supported.
3. We recommend using standard fonts included with Windows 11.
4. If your presentation is created on a Macintosh computer or contains videos or audio, please bring your own laptop.
5. Save your presentation file using the following filename format:
Presentation Number_Presenter Name
6. Please bring your presentation on a USB flash drive.

【If You Bring Your Own Laptop】

1. The projector uses an HDMI connection. Please confirm that your computer has an HDMI output. If not, bring the appropriate adapter.
2. Please bring your AC power adapter.
3. Disable sleep mode and screen saver before your presentation.
4. Please also bring a backup copy of your presentation on a USB flash drive.
5. After checking your computer at the PC Preview Desk, please bring it to the PC operator at the front left of the presentation room at least 20 minutes before your presentation.
6. Your laptop will be returned to you at the AV desk immediately after your presentation.

■Poster Presentation

1. Please install and remove your poster according to the following schedule.

Poster Mounting

Wednesday, August 19: 15:00–18:00

Thursday, August 20: 8:00–12:00

Poster Removal

Saturday, August 22: 12:30–17:00

The organizing committee cannot remove posters on behalf of presenters. Please remove your poster yourself. Posters left after the designated removal time may incur a disposal fee.

2. Poster panel size:

210 cm (H) × 90 cm (W)

3. The presentation number panel (20 × 20 cm) will be provided by the organizers.

4. Please prepare the poster title, authors, affiliations, and COI disclosure according to the example shown.

5. Posters must be prepared in English.

6. A Poster Award will be presented at this meeting. Presenters are encouraged to remain near their posters during breaks and actively discuss their work with participants.

