

■ Instructions for speakers in oral presentation

The screen aspect ratio is 16:9.

1. The language for oral presentation is either Japanese or English.
2. The Plenary Session presentation time is 12 minutes (10 minutes for presentation, 2 minutes for Q&A).
The Oral Session presentation time is 8 minutes (7 minutes for presentation, 1 minutes for Q&A).
3. Simultaneous interpretation will not be provided.
4. Application software for preparing presentation data should be PowerPoint 2019 or latest version.
5. If you have prepared your presentation data on a Macintosh PowerPoint, please check that your Presentation functions correctly in a windows-based environment, or bring your own PC in order to avoid display problems.
6. Use standard font (e.g. Arial, Helvetica, Times, Times New Roman) in preparing your presentation to avoid conversion errors.
7. All authors required to disclose any conflict of interest with sponsoring companies.
For oral presentations, please include the slide disclosing the state of COI in your PowerPoint presentation after your title slide.
(You can download sample template from <https://square.umin.ac.jp/jsgct2025/en/cfa.html>)
8. To avoid the possible spread of computer viruses, please scan your presentation files beforehand with updated anti-virus software.

■ PC Preview Section

1. Please bring your presentation data in a USB flash memory or your own laptop PC, at least 45 minutes prior to your presentation to the PC Preview Section to complete review of presentation data.
2. On-site operating system will be Windows 10, PowerPoint 2019 or latest version.
3. Please place all video clips linked with the PowerPoint presentation into a single folder. Video file should be WMV or MPEG1, MPEG4.
4. If you are using a Macintosh Powerpoint presentation with moving images, please bring your own device and back-up data to make your presentation.
5. Presentation data loaded on the conference PC will be completely deleted after your presentation by our staff. PC Preview Section is located at 2F Foyer.

< Opening hours >

| | |
|----------------|-----------------------|
| July 23 (Tue.) | 9:00 a.m. - 6:00 p.m. |
| July 24 (Wed.) | 8:15 a.m. - 5:30 p.m. |
| July 25 (Thu.) | 8:15 a.m. - 3:00 p.m. |

■ Laptop users

1. Macintosh users are requested to bring your own laptop.
2. Please turn off any sleep functions and screen savers beforehand.
3. Cable connector used at the venue for image output is HDMI. Please bring your own connector conversion adapter if necessary.
4. After checking your data at the PC Preview Section, please bring your laptop to the “Operating Desk” near the speakers’ podium in your session rooms.
5. Please pick up your laptop at the Operating Desk after your presentation finish.

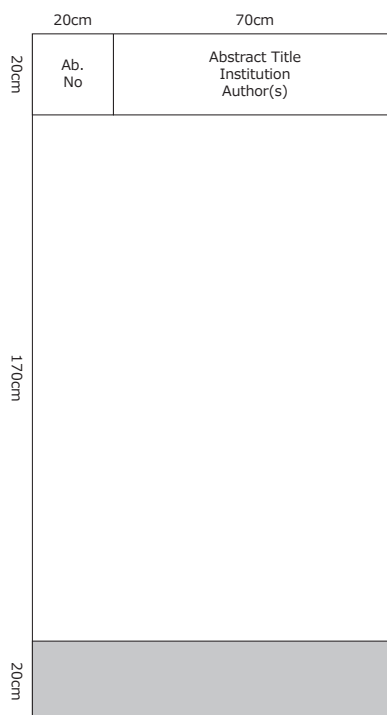
■ Instructions for speakers in poster presentation

NO oral presentation.

Please stand in front of your poster at the designated time and respond to questions from participants.

- 1) The size of each poster boards is 170cm height x 90cm width.
- 2) We will have push-pins ready for your posters.
- 3) A poster number indicated in the upper right or left corner of the board area is prepared by conference Secretariat.
- 4) All illustrations, charts, etc., to be posted should be prepared by yourself in advance. Support concerning poster editing will not be available during the meeting.
- 5) Poster texts must be edited in a large enough font to be viewer friendly.
- 6) No commercial activities or advertisements are allowed to be included in your poster text or on the poster board. Violating this rule will result in removal of your poster.
- 8) Poster Authors are responsible for putting up and removing their own posters in the following specific time.
- 9) Secretariat is not responsible for posters that have not been collected at the end of the Congress. And we will discard posters not collected.

| Session | Poster mounting | Duty Time | Poster taking down |
|--|------------------------------------|---------------------------------------|------------------------------------|
| Poster session 1 & Late Breaking Abstract 1 (Group1) | After 7/23 (Wed.) 10:00 a.m. | 7/24 (Thu.) 10:55 a.m. -11:15 a.m. | After 7/24 (Thu.) 11:35 a.m. |
| Poster session 1 & Late Breaking Abstract 1 (Group2) | | 7/24 (Thu.) 11:15 a.m. -11:35 a.m. | |
| Poster session 2 & Late Breaking Abstract 2 (Group1) | After 7/24 (Thu.) 1:25 p.m. | 7/25 (Fri.) 1:00 p.m. -1:20 p.m. | After 7/25 (Fri.) 1:40 p.m. |
| Poster session 2 & Late Breaking Abstract 2 (Group2) | | 7/25 (Fri.) 1:20 p.m. -1:40 p.m. | |



■ Moderator Guidelines

- All moderators and speakers must arrive to the session room at least 5 minutes before the start of the session.
- STAY ON TIME! Electronic timers will be used to assist you. Because many registrants move from session to session, it is important that all sessions run on time and that the speaker order is not changed. When necessary, cut off questions to stay on schedule.
- End the session on time and thank the speakers for presenting.