1. General Information

1-1. Name badge

Name badges must be worn by registrants to gain admission to all sessions and programs.
Please return your name badges to the Reception Desk at the end of the Summit.

Registration Desk open hours

Date	Open hours
Friday 8 March	11:30 a.m. – 6:00 p.m.
Saturday 9 March	9:30 a.m. – 3:00 p.m.

1-2. Photographing and recording

Photographing and recording by any means (photographing, audiotaping, videotaping) of any presentation/session are prohibited except ones authorized by the organizer. We thank you for your cooperation.

2. Instruction for Speakers

2-1. Presentation Time

Presentation: 12 min, Q&A: 3 min

* Please make sure to complete your presentation in allocated time, 12 minutes.

2-2. Data Check-in Desk for Speakers

1) Speakers are requested to present their data at least 30 min. before their presentation starts.

*For speakers of Session 2 starting from 10 a.m. on Saturday 9, you are advised to bring your presentation data by 5 p.m. on Friday 8.

2) Presenter view is not available. If you need a manuscript, please prepare it by printing it in advance.

2-3. Data Check-in Desk Open hours

Date	Open hours
Friday 8 March	12:00 p.m. – 5:00 p.m.
Saturday 9 March	9:30 a.m. – 1:30 p.m.

2-4. Guidelines of Presentations

All the speakers are requested to make their PC presentation data in English. Please save your presentation data following the guidelines below, and save it on a USB flash drive. If you have prepared your data with a Windows PC, you can submit your data at the Check-in Desk. If you have prepared your presentation data on a Macintosh, you are advised to bring your own PC.

For smooth progression of the sessions, speakers are requested to follow the below guidelines.

OS and Applications

OS: Windows/ newer version than Windows 11

Applications: PowerPoint

Backup Data: Please bring backup data to the meeting site if at all possible.

Font:

Please use default-setting fonts of Microsoft PowerPoint for Windows.

Videos:

For those who wish to show a video, it is recommended that they bring their own PC to run the presentation slide.

Videos should be prepared in Windows Media Player for Windows users.

Video data should be saved in the same folder as your presentation data.

• Note for video files

For Windows users, please bring a video file that can be played using a codec that can operate on Windows Media Player in their default settings (video files are recommended to be mp4 or WMV formatted).

Screen ratio: 16:9

Audio

Sound function will be available. Please notify the Check-in Desk staff that your presentation data contains audio files.

Presentation in the session rooms

An LCD monitor, a keyboard and a mouse are available on the podium. When you come up to the stage, your first slide will be projected on the screen automatically. Any following operations must be self-operated by the speaker. For those who wish to have an operator for PC handlings, please ask for it at the Check-in Desk. Presenter view is not available. If you need a manuscript, please prepare it by printing it in advance.

Data Deletion

All data saved into the server at the Check-in Desk will be completely deleted upon the completion of the Annual Meeting.

For Speakers bringing their own PC

Even if you use your own PC, you are required to check your presentation data at the Check-in Desk and bring your PC to the operation desk in the session room no later than 30 min. before the session starts.

** Please bring an AC adapter for your PC.

** Only HDMI is available for cable connection on site. Make sure your own machine supports this type of connection, or prepare a right connector to hook up your laptop. Please cancel your screen saver, power saving, and password setting in advance.

** Please prepare backup data with USB flash drive.

** Your laptop computer should be a newer version than Windows 11 and Macintosh OSX 10.5.

HDMI

Examples of external connector attachments

3. Instruction for Chairs

The time-keeping equipment is prepared on the chair's desk and podium. Please keep control of the session time and remind each presenters their allocated time.

The elapsed time will be notified on the time-keeping equipment as follows. ~

Green light: Presentation time (Count down)

Yellow light: 1 minute before the end of presentation time (Countdown)

Red light: Q&A time (Count up)