

Notice to Chairpersons and Presenters

For Presenters

JSAO-IFAO Symposium, Symposiums, Oral Presentations, IFAO Grant Session

1. Preparation for Presentations

Please submit your presentation data (presentation only, no audio) and complete the confirmation and test run at the PC Center at least 30 minutes before the session starts.

PC Center : Grand Nikko Tokyo Bay Maihama, 1F Foyer

2. Presentation Time

● JSAO-IFAO Symposium (November 19) : 25 minutes (20 minutes for presentation + 5 minutes for Q&A)

● Symposium : 20 minutes (15 minutes for presentation + 5 minutes for Q&A)

● Oral presentations : 13 minutes (10 minutes for presentation + 3 minutes for Q&A)

Please strictly follow the time limits. Please follow the chairperson's instructions regarding proceedings.

● IFAO Grant Session : 10 minutes (10 minutes for presentation)

3. Timing

A green light will be on during your presentation. The light will turn to yellow 1 minute before the end, and a red light will turn on at the end of your allotted time.

4. Next Presenter

The next presenter should be ready at the designated next-presenter seat as soon as the called presenter takes the podium.

5. Presentation Method

1. All oral presentations must use PC-based presentations.

○ Slide size : 16 : 9 is recommended ; 4 : 3 is also supported.

○ PC specifications :

■ OS : Windows 11

■ Application : Microsoft 365 PowerPoint

2. Power Point's "Presenter View" is not available. Please prepare your own notes if needed.

3. Whether you bring your own data or PC, you must operate the slides yourself at the podium.

For Presenters Bringing Data (Presentation file only)

1. Test your presentation on a PC other than the one used to create it, and bring it on a USB flash drive.

2. To prevent font corruption and layout disruption, the following fonts are recommended :

○ MS Gothic, MSP Gothic, MS Mincho, MSP Mincho

○ Arial, Century, Century Gothic, Times New Roman

3. Video format : MP4 is recommended.

4. All presentation data will be securely deleted by the operational secretariat after the meeting.

For Presenters Bringing Own PC

1. If using a Macintosh or including video/audio data, bringing your own PC is recommended.
2. The venue uses HDMI connectors. Please bring a PC with an HDMI output or an adapter that converts to HDMI.
3. Please disable both the screensaver and power-saving settings in advance.



Conflict of Interest (COI) disclosure

Sample slides are available on the official conference website's call for abstract page : <https://site2.convention.co.jp/jsaoifao2025/en/abstract/>

Please include COI disclosure on the first slide of your presentation.

To the Chairpersons

1. Next-Chairperson's Seat

- Please wait at the next chairperson's seat, located at the front right of the venue, at least 10 minutes before the scheduled start of your session.
- There will be no announcements for the start or end of the session, so please proceed with the session at the scheduled time.

2. Time Management

- The schedule is very tight. Please ensure that the sessions proceed on time.

*Note : For the chairpersons and judges of the Exploratory research poster presentations, please follow the instructions provided in advance.