

3. Guidelines for session speakers

[Live streaming of presentations to be given by on-site speakers]

- (1) On-site speakers will give their presentations at the venue. No special preparation for live streaming is required.
- (2) Speakers must check in at the PC registration desk (Meeting Room 3, first floor of the Exhibition Building, Sendai International Center) at least 45 min before the session begins.
*For presentation data registration, refer to “4. Registration and preview of presentations to be given by on-site speakers.”
- (3) Take the next speaker’s seat on the left front of the room at least 15 min before the session begins.
- (4) Speakers should follow the instructions given by the chair regarding discussion time. The presentation should be kept on the specified schedule.
- (5) What you see on the computer screen on the podium will be seen by the audience. No presenter tool is available.
- (6) Use a mouse or a keypad on the podium to flip your slides.
- (7) Use a mouse pointer instead of a laser pointer. The laser pointer is invisible to audiences.

[Livestreaming of presentations to be given by online speakers]

- (1) Online speakers will remotely give their presentation.
- (2) Online speakers can give their presentation using their PC from any place where stable access to the Internet is available. Make sure to access from a stable Internet environment.
*The use of wired LAN connection is strongly recommended.
Zoom, a web meeting system, will be used for this congress. Install the Zoom application in advance. You cannot attend via the browser version of Zoom.
*Please note that Zoom may not operate properly if your PC is out of support or the browser is not the latest version.
- (3) Before the session
 - 1) Arrive at the Zoom for the session at least 30 min before the session begins.
 - 2) Change your default Zoom name from “Chair/Speaker” to “Speaker: Your Name.”
(e.g., Speaker: Peter Brown)
- (4) During the session
 - 1) The chair will introduce you after the previous presentation is finished. Unmute your sound and greet the audience.
 - 2) After the greetings, share your screen and start the presentation.
 - 3) After the presentation,
 - a) On-site participants will be able to orally ask questions using a microphone; and b) Online participants will be able to submit questions in writing using the Zoom Q&A feature. The chair will choose written questions and read them on behalf of the online participants. The speakers then answer the questions according to the chair’s instructions.

[On-demand video presentations]

- (1) Prerecorded video presentations
Prerecorded video presentations will be available on-demand. The speakers do not have to give their presentations at a scheduled time.
- (2) On-site or real-time online presentations
Both on-site and real-time online presentations will be recorded and become available on-demand later.

4. Registration and preview of presentations to be given by on-site speakers

Speakers must check in at the PC registration desk (Meeting Room 3, first floor of the Exhibition Building, Sendai International Center) at least 45 min before their session.

Date and time of presentation data registration:

10:00–17:00, June 23 (Thursday), 2022

7:45–18:00, June 24 (Friday), 2022

7:45–16:30, June 25 (Saturday), 2022

- (1) Instructions for speakers who bring their presentation data in a portable memory
 - 1) Oral presentation data must be given in PowerPoint format.
 - 2) Prepare your presentation in Microsoft PowerPoint 2013 or later version.
Presentations in an older version may lead to display errors.
 - 3) Test your PowerPoint presentation in advance on a PC other than that used for creating the presentation. Bring the presentation data in a USB flash memory.
 - 4) Use standard fonts that are available in PowerPoint instead of using special characters. Check whether your presentation is appropriately displayed without errors, such as garbled characters on any other PC than yours.

<Environment for data preparation>

Application: Windows MS PowerPoint 2013, 2019, or 2021

Japanese Font: MS Gothic, MSP Gothic, MS Mincho, and MSP Mincho

English Font: Arial, Century, Century Gothic, and Times New Roman

- 5) Name your data file with your presentation number and your name using one-byte characters:
(e.g., P-110_Hannah Grace)
 - 6) The Congress Secretariat will make sure to delete your presentation data after the congress.
 - 7) No presenter tool is available.
- (2) Instructions for speakers who bring their PC containing their presentation data
 - 1) Speakers who created presentation data in Macintosh are recommended to bring their PC. Presentation data brought in a portable memory will be displayed on Windows.
 - 2) Since only HDMI and VGA cables are available to connect your PC at the venue, bring a PC equipped with HDMI or VGA terminal. Otherwise, bring your adapter for conversion to HDMI or VGA. Make sure to bring the power cable of your PC as well.
 - 3) Set your PC not to require a password in case the PC needs to be rebooted.
 - 4) Turn off the screen saver and the power save mode in advance.

- 5) Video data must be playable on the Windows Movie & Music or the Windows Media Player.

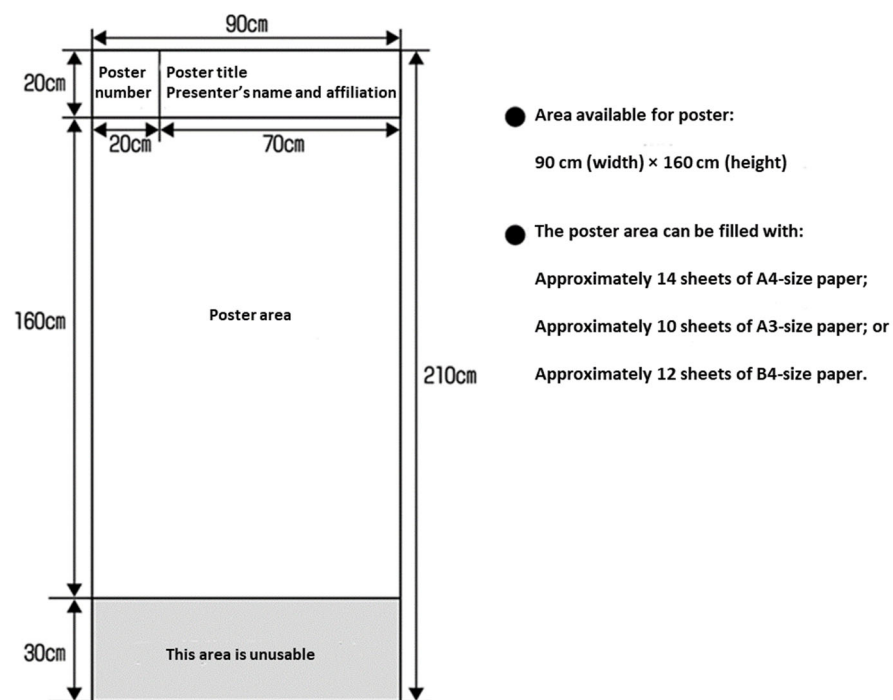
5. Information on general poster presentations

- (1) Venue for poster presentation:
Exhibition Hall 2, first floor of the Exhibition Building, Sendai International Center
- (2) Date & time of posting: 10:30–13:45, June 23 (Thursday), 2022
- (3) Date & time of viewing: 14:25–17:00, June 23 (Thursday), 2022
8:00–11:10; 11:50–17:00, June 24 (Friday), 2022
8:00–13:45; 14:00–16:00, June 25 (Saturday), 2022
- (4) Date & time of discussion: 13:45–14:25, June 23 (Thursday), 2022
11:10–11:50, June 24 (Friday), 2022
13:45–14:00, June 25 (Saturday), 2022

*There will be free-discussion sessions.

Poster presenters are expected to stand by their poster to answer questions on their poster during the discussion time on three presentation days.

- (5) Poster panel



- (6) On-demand presentations
Preregistered presentation slides will be available on demand.