

# Presentation guideline

## **Presentation time**

- Oral presentation (Keynote) : 30 min. (Talk: 25min, Q&A: 5min)
- Oral presentation (Regular) : 15 min. (Talk: 10min, Q&A: 5min)
- On-demand video presentation: upload 5–10 min video, Q&A using the comment field

## **ONSITE oral presenter**

- Please use your PC for your presentation.
- At least 10 minutes before your session starts (during break), please check the connection between your PC and the projector.
- The connector type of the projector should be HDMI or D-sub (15 pins).
- We recommend the following for the preparation of your presentation slides.
  - Use PowerPoint
  - Aspect ratio of 4:3
  - File size less than 100 MB (to avoid connection delay in the hybrid system)
- Your presentation slides and voice are shared onsite (screen) and online (Zoom meetings) via the hybrid system. Our hybrid system does not require you to connect your PC to the internet to use ZOOM.
- Presenters are encouraged to use the [laser pointer function](#) of PowerPoint or the virtual pointer (available in each room) for the online audiences.
- During the Q&A, questions will be asked by both online and onsite audiences. Please answer the questions according to the chairperson's instructions.
- If you are not feeling well, please don't come to the venue and switch to an ONLINE oral presentation (See "ONLINE oral presenter" section below. Please enter the Zoom meeting 10 min before your session starts to let the chairperson know your switch).

## **ONLINE oral presenter**

- Please use Zoom meetings to make your presentation.
- At least 10 minutes before your session starts, enter the Zoom meeting by clicking on your session URL. Please follow the chairperson's instructions to confirm the screen sharing of your presentation slides.

- When your presentation starts, please turn on the microphone and video in Zoom meetings and share your presentation slides.
- We recommend the following for the preparation of your presentation slides.
  - Use PowerPoint
  - Aspect ratio of 4:3
  - File size less than 100 MB (to avoid connection delay in the hybrid system)
- Your presentation slides and voice are shared onsite and online via the hybrid equipment. You are encouraged to use the [laser pointer function](#) of PowerPoint during your presentation.
- During the Q&A, questions will be asked by both online and onsite audiences. Please answer the questions according to the chairperson's instructions.
- After your presentation, please stop to share your slides and turn off the microphone and video.

### **ON-DEMAND VIDEO presenter**

- You should submit a 5–10-minute video in addition to the extended abstract.
- **Please submit your video file by 8/15.**
- Video presentations will be available on the participants' website during 8/29-31.
- If you have questions from the audience in the comment box on the website, please answer them.
- The URL of the site to upload the video file will be sent to you by e-mail.
- For details on uploading, please refer to the instructions at the following site: [Instruction for uploading a video](#)
- All uploaded videos will be deleted after the conference.