

ORAL PRESENTATION

Presentation File Format

The PC will run on **Windows 10 with Microsoft Office PowerPoint 2016 or later; 16:9 aspect ratio of slide sizes**. OS-standard fonts are recommended such as; Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia, Times New Roman.

Videos, animations and audios requiring a special application cannot work on the PC prepared in the session room. Only **Windows Media Player** can be used to playback video files. For more details, please follow the link provided below.

[File types supported by Windows Media Player - Microsoft Support](#)

GIF animations may work with PowerPoint.

In cases where presentation slides are linked with other data files (i.e. still or moving images, graphs, etc.), please place the linked files in the same folder where the presentation slides are stored. Please also check in advance whether the linked files can work correctly with the presentation slides.

Preview and upload your presentation file

Please come to the “**Speaker Preview Desk**”.

Only USB flash memories are accepted. Your media should contain only the presentation data for the conference. **Please make sure to check the files with an anti-virus software before your submission.**

Your presentation file should be named as follows;

For OL and PL speakers; “Session Code_Number_Name.pptx”,
e.g. OL_01_FUKUYO.pptx

For PS speakers; “Session Code_Number_Name.pptx”,
e.g. PS01_001_IMAI.pptx

Your data file must be uploaded to a PC at the “Speaker Preview Desk” as much as in advance as possible and **TWO HOURS BEFORE THE BEGINNING OF THE SESSION AT THE LATEST** (presentations for morning sessions should be handed over the evening before, presentations for afternoon sessions should be handed over before lunch). Presentations received afterward cannot be guaranteed audiovisual support.

The Secretariat is responsible for destroying all copies of any data after the session.

“**Speaker Preview Desk**” will be open during the following hours.

Date	Time
Sunday 5 November	15:00 to 20:00
Monday 6 November	9:00 to 20:00
Tuesday 7 November	9:00 to 20:00
Wednesday 8 November	9:00 to 13:00
Thursday 9 November	9:00 to 20:00
Friday 10 November	9:00 to 12:00

Presentation Time

Please arrive at your session room at least 15 minutes before the session begins.

Please be seated at the speaker’s standby seat placed at the front of the room when the speaker ahead of you begins the presentation.

Please use the remote presentation system (display, keyboard and mouse) in the session room, on which each presenter’s presentation files are uploaded in advance. **Presenter View of PowerPoint is not available.** Presentations from own personal laptops are NOT allowed to ensure smooth running of the conference.

The operator will display only the first page of your presentation. Please use the mouse or the keyboard on the podium to advance to subsequent slides as you proceed with your presentation.

Please be sure to keep to the allotted presentation time as follows in consideration of next presenter.

Sessions	Total	Presentation + Q&A
Opening lecture	30 min	25 min + 5 min
Plenary Session		
Parallel Session	15 min	12 min + 3 min

The time allotted for each presentation will be strictly observed. Except for the Ignite Talks Session, the timekeeper will use bell sounds to signal the remaining time. The bell will ring as follows:

Once	Two more minutes left for the presentation
Twice	End of the presentation and start of Q&A
Three	End of Q&A

Information about time schedule of oral presentations will be announced at a later date.