

# Information for Presenters

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## For Presenters of Lectures, Symposium and Oral Sessions

1. Presentation of your data should be made through PC. 35 mm slides cannot be used. Each session room is equipped with a data projector and a laptop PC running Windows OS. Pre-load and check your presentation slides at the PC preview desk on-site at least 30 minutes prior to the session and take the next speaker's seat at the front of the room 15 minutes before your presentation. The time limit for presentation and discussion may vary depending on the session. Oral Abstract Presenters will have 10 minutes for presentation which include 7 minutes for their talk + 3 minutes for discussion. Follow the instructions made by the chairperson.
2. Information on your conflict of interest (COI) status must be properly disclosed during your presentation in accordance with the COI guidelines issued by JEA.  
(<http://procomu.jp/jea2018/english.html>)
3. Information on presentation data
  - 1) Pre-loading of presentation slides at the PC preview desk
    - The PC preview desk is located at 4F.  
Service hours are as follows:  
12:30 – 16:30 on Thursday, February 1  
8:15 – 17:00 on Friday, February 2  
8:15 – 15:30 on Saturday, February 3
    - Bring your presentation stored on a USB flash drive or CD-R/RW.
    - Microsoft PowerPoint, compatible with the versions 2010, 2013 and 2016, is available for presentation.
    - Note that presenter view and tools in PowerPoint are not available during your presentation.
    - If your presentation slides were created using other software/versions or a Macintosh PC and do not run under the PowerPoint versions above, bring your own laptop PC to the preview desk.
    - Include your slide file and any external files utilized, e.g. movie/video files or linked data, in the same folder, and name the folder for your presentation number and name.
    - If your presentation includes video data, it is recommended to prepare also your own laptop for your presentation just in case of trouble.
    - After checking all your presentation files at the preview desk, the files will be copied and transferred via LAN to the PC in the session room, and the media returned to you.
    - It is also recommended to keep the media even during your presentation. We might ask for your original files again in case of trouble during your presentation.
    - All copied data will surely be erased by the Secretariat after the end of the conference.

Note 1: Using standard fonts in Windows, like MS Gothic, MSP Gothic, MS Mincho, MSP Mincho, Times New Roman, Century or Meiryo, is recommended to avoid character corruption.

Note 2: Only Windows Media Player is available to play movie files in our PCs (the WMV format is recommended). MPEG files may not be played, depending on the type of data compression. We do not accept movie data exceeding 30MB to avoid possible problems during your presentation.

2) In the case of using your own laptop for your presentation

- We use only VGA D-sub 15-pin male connectors for connection to data projectors. iPad or other tablet PCs cannot be used for projection. If your laptop has no VGA D-sub 15-pin female output, bring an appropriate connector converter of your own.
- Be sure to bring your own AC adapter for power supply and to disable screensavers and power-saving mode prior to your presentation.
- Create a new folder on your PC desktop and name it for your presentation number and name. Include all your slide files and external files, e.g. movies or linked data, in the folder.
- It is recommended to keep backup copies of your presentation files separately stored on a USB flash drive, even when using your own PC during your presentation.

**For Presenters of Poster Sessions**

Information on the conflict of interest (COI) status must be properly disclosed in accordance with the COI guidelines issued by JEA. (<http://procomu.jp/jea2018/english.html>)

1) Poster Hall

Exhibition Room (3F)

2) Poster Mounting/Viewing/Removing

The schedule of poster session is listed as below.

	Mounting	Viewing	Removing
February 2 (Fri)	9:00 – 12:00	9:00 – 17:00	17:00 – 18:00
February 3 (Sat)	8:15 – 10:00	8:15 – 15:15	15:15 – 17:00

-Your posters should be mounted and taken down as above.

-Posters that have not been removed by the end of the congress will be disposed of by the secretariat.

3) 6 minutes (4 minutes for presentation and 2 minutes for discussion) are allocated.

4) Poster Presentation Space

- ① Not including the space of No., Title, Name and Affiliation.
- ② Title space is 70cm×20cm.
- ③ Please prepare the print out of the title, Name(s), and Affiliation by yourself.
- ④ The secretariat will prepare the poster No. with the presentation board.
- ⑤ Push pins will be prepared at the poster room.

