

Information for Chairs and Speakers

1. Session information

Session	Abstract No	Presentation	Q & A	Overall Discussion	Slide Language	Presentation Language
Symposium 1	SY1-1,2,3	20 min.	2 min.	24 min.	English	English (Or Japanese)
Symposium 2	SY2-1,2,3,4,5	20 min.	–	–	English	Japanese
Symposium 3	SY3-1,2,3,4	17 min.	3 min.	10 min.	English	English (Or Japanese)
Symposium 4	SY4-1	25 min.	5 min.	–	English	English (Or Japanese)
	SY4-2,3,4	17 min.	3 min.	–		
Symposium 5	SY5-1,2,3,4	15 min.	–	–	English	English (Or Japanese)
	SY5-5	20 min.	–	–		
Symposium 6	SY6-1	20 min.	5 min.	–	English	English (Or Japanese)
	SY6-2,3,4,5,6	15 min.	3 min.	–		
Symposium 7	SY7-1,2,3,4,5	10 min.	2 min.	30 min.	English	Japanese
Symposium 8	SY8-1	5 min.	–	–	English	Japanese
	SY8-2,3,4,5,6	15 min.	–	–		
Symposium 9	SY9-1,2,3,4,5	15 min.	3 min.	–	English	English (Or Japanese)
Symposium 10	SY10-1	25 min.	–	–	English	English (Or Japanese)
	SY10-2,3,4,5	15 min.	–	–		
Symposium 11	SY11-1,2,3,4	20 min.	5 min.	–	English	English (Or Japanese)
Symposium 12	SY12-1,2,3,4	20 min.	–	–	English	English (Or Japanese)
	SY12-5	30 min.	–	–		
Symposium 13	SY13-1,2,3,4	15 min.	–	–	English	English (Or Japanese)
	SY13-5	30 min.	–	–		
Symposium 14	SY14-1,2,3,4,5	15 min.	3 min.	–	English	Japanese
Symposium 15	SY15-1	25 min.	–	–	English	English (Or Japanese)
	SY15-2,3,4	20 min.	–	–		
Symposium 16	SY16-1,2,3,4	17 min.	5 min.	–	English	Japanese
Workshop 1	WS1-1,2,3,4,5,6,7	10 min.	–	20 min.	Japanese	Japanese
Workshop 2	WS2-1,2,3,4,5,6	10 min.	2 min.	16 min.	English	Japanese or English
Workshop 6	WS6-1,2,3,4,5,6	15 min.		–	English	Japanese or English
Workshop 8	WS8-1	30 min.	–	–	English	Japanese or English
	WS8-2,3,4,5	12 min.	3 min.	–		
Japan-Korea Joint Symposium	JS-1,2,3,4	To be decided by chairs			English	English
Best of WCLC	Best of WCLC	15 min.	–	–	English	Japanese
Presidential Session	PR	10 min.	4 min.	–	English	English or Japanese
Global Session	GL	10 min.	2 min.	–	English	English or Japanese
Encore Session	EN	10 min.	–	–	English	English or Japanese
Oral Session	O	5 min.	3 min.	–	Japanese*	Japanese*
Poster Discussion	PD	12 min. per session	3 min.	–	Japanese*	Japanese*
						*English for overseas speakers

2. Participation

Except for PAP program, we request the speakers to participate in person on-site. However, if you need to participate online due to an unavoidable reason, you can participate in the session online by zoom.

You need to enter zoom at least 30 minutes prior to the session from the zoom link which will be sent individually. Refer to **6. Online presentation** for details.

3. Guidelines for Chairs

Chairs may decide how to proceed with the session, but please be punctual.

< On-site participation >

Please come to the session room 20 minutes prior to the scheduled session time, inform the meeting staff of your arrival, and take a seat at next chairperson's seat.

<Online participation >

Refer to **6. Online presentation**.

4. Guidelines for Oral session speakers

Conflict of Interest Disclosure (COI)

First and all co-authors must disclose whether or not there are any conflicts of interest (COI) engaging with companies organization(s) commercially in regards to the content of the presentation in the past three years at the beginning of your presentation. This must be mentioned clearly in the presentation whether "Yes" with above described details or "None" if no conflicts to report.

On-site Presentation

1) After completing the registration, please come to the PC center and submit the presentation data or bring your own PC. Please understand that PC preview is mandatory for all speakers regardless of whether the presentation data has been pre-registered or not.

Opening hours: 8:00-18:00, Thursday, December 1

7:30-18:20, Friday, December 2

7:30-15:30, Saturday, December 3

Locations: 2F, Fukuoka International Congress Center / 1F, Marine Messe Fukuoka Hall B

*Please come to the PC center at the venue where your session takes place.

- 2) Please come to the session room at least 20 minutes prior to your session time. Once the previous speaker begins the presentation, take a seat marked as "next speaker's seat" at the front left of the room.
- 3) Only PC (PowerPoint) presentation is available. Please use the mouse and keyboard on the podium.
- 4) Prepare your presentation data with Windows PowerPoint 2010, 2013, 2019 (2016) versions.
- 5) Presenter view is not allowed. Please bring your printed notes with you if necessary.
- 6) Please bring your media (USB flash memory) or your own PC.

If you bring the media (USB flash memory)

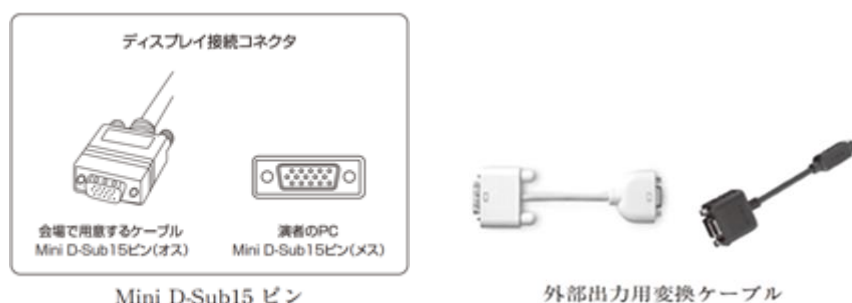
- 1) Screens will be 16:9 but 4:3 is also acceptable.

- 2) Please check the operation on the PC other than the one used for creation in advance.
- 3) We recommend you to use the following OS fonts to avoid any garbled characters or layout collapse.
MS Gothic, MSP Gothic, MS Mincho, MSP Mincho, Arial, Century, Century Gothic, Times New Roman
- 4) After the presentation, the presentation data will be responsibly deleted by the management office.

If you bring your own PC

- 1) If the presentation data was created on a Macintosh and/or contains video, you need to bring your own PC.
- 2) You are responsible for bringing your own AC adapter and an external output conversion cable for your PC. The form of the PC cable connector prepared at the venue is HDMI or Mini D-Sub 15 pin. Bring your own supply if you need an external connector.

Connector Samples



- 3) Please deactivate both screen saver and power-saving mode in advance. (Also remove the password for resuming from the sleeping mode and starting up.)
- 4) Please be sure to bring back-up presentation data on USB Flash Memory or CD-R
- 5) After the preview, bring your PC to the operator at the front left of the room at least 20 minutes prior to your session. PC will be returned after the presentation at the PC operator desk.

5. Poster Presentation

There are two kinds of presentation style; Poster discussion and Poster viewing.

- 1) Poster discussion: Presentations and questions by chairs, Answers by speakers at the oral session rooms
 - 2) Poster viewing: No oral presentations or Q&A
- ※No presentations or Q&A will be held at the poster venue

For Poster discussion

Speakers need to submit the PowerPoint poster data in advance of the session (by November 3) and prepare a paper poster to be posted at the poster venue on December 1.

Please note that the paper poster is for viewing only, and no presentations or discussions will be held at the poster venue. The poster discussion will be made by the chairperson at the oral session room. Chair will make presentation slides for the poster discussion based on the slides submitted by each speaker and will

make a presentation at the oral session room. Please be present at the chairperson's presentation and be prepared to answer questions from the chair and onsite/online participants.

For Poster viewing

Please post the paper poster at the poster venue. Paper posters are for viewing only and no oral presentations or discussions will be held.

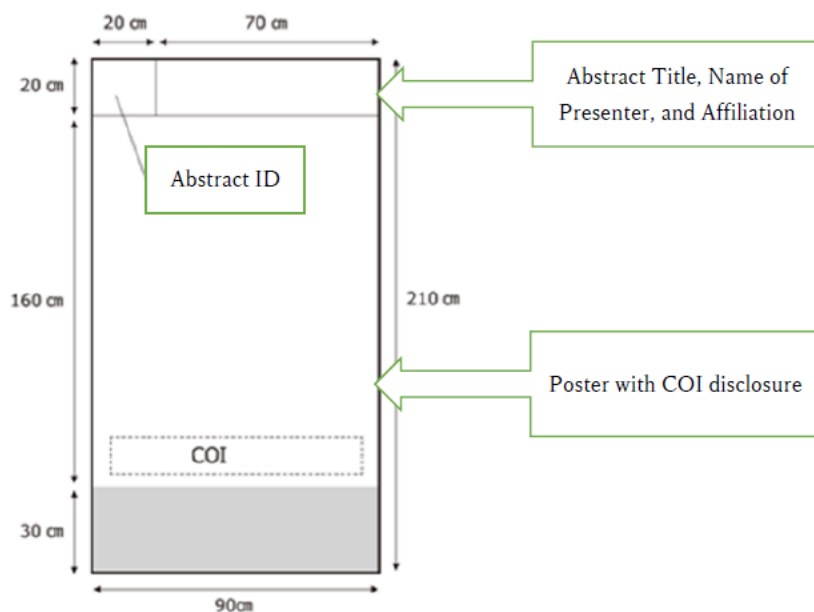
[Posting/Viewing/Removal schedule]

	Posting	Viewing	Removal
Thursday, December 1	8:00-10:00	10:00-18:00	—
Friday, December 2	—	8:30-18:00	—
Saturday, December 3	—	8:30-16:00	16:00-17:00

*All posters will be displayed for 3 days.

*Paper posters can be viewed onsite only.

Poster Size



- 20cm (wide) x 70cm (tall) for Abstract Title, Name of Presenter, and Affiliation

- 160cm (wide) x 90cm (tall) for Poster with COI disclosure

- Abstract ID in 20 x 20cm (to be provided by the secretariat)

*Posters should be made in English.

*Posting pins will be prepared by the secretariat.

*Posters that are not removed after the removal time will be discarded by the secretariat.

*If a poster is not posted by the presentation time, the abstract will be considered as withdrawn.

*COI disclosure form must be prepared and displayed at the bottom of the poster.

6. Online presentation

Chairs and presenters who will attend online are requested to access Zoom from their own PC.

- (1) You need to complete the meeting registration in advance.
- (2) Presenters will make a presentation by sharing the screen. If you do not have a stable internet connection, you are allowed to submit the presentation video (with voice) in advance, and we will stream the submitted video at the meeting venue. You still need to answer questions and join the discussion live by zoom.
- (3) Zoom link for your presentation will be sent to you individually by email. Please enter the room 30 minutes prior to the session time.
- (4) Be sure to review in advance the "Web Presentation Manual" which will be sent to you by e-mail.