

# 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.
- 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.
- 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
- 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.