

Guidelines for Presentations (Keynote, Invited Talks and Short Talks)

Please note: Presentations will take place on a **traditional Noh stage**. As you will be stepping onto the stage, **you will be asked to remove your shoes** before going on stage.

The presentation time for Keynote and Invited Talks is **30 minutes (25 minutes for the presentation and 5 minutes for Q&A)**. Short Talks are allocated **15 minutes (12 minutes for the presentation and 3 minutes for Q&A)**.

1. Preparation for Presentation

It is recommended that you bring and use your own PC/Mac for your presentation.

If you use your own PC/Mac:

- Our projector uses an **HDMI** connector. If necessary, bring an **appropriate conversion adapter**.
- Bring a power cable and an appropriate AC conversion plug to fit the power outlets in Japan (type A, 100 VAC, 50/60 Hz).
- Disable in advance the screen saver and power saving mode settings of your PC/Mac.
- Check that your presentation works correctly by connecting your PC/Mac to the projector before your session.
- Leave your PC/Mac on the operator's desk until the end of your session.
- Save and bring your presentation file on a **USB memory device** (USB type A connector) for backup. Fonts should be embedded in the file, if possible.



(L) Power plug and outlet (type A) in Japan

(R) HDMI connector on a PC for connection to a projector

If you use our PC for your presentation:

- A Windows 11 PC with the latest versions of **MS PowerPoint** and **Adobe Acrobat Reader** is available for the presentations.
 - Create and save your presentation file on a **USB memory device** (USB type A connector). If you prepare a PDF file, fonts should be embedded in the file.
- (Note that audio, video files, animation, and other media formats saved in this manner may not work correctly due to codec problems.)

- Make sure that your presentation file is properly labeled with your presentation ID and your last name (e.g., "S01_Smith").
- Check that your presentation works by running it on our PC **prior to your session**.

10-4-2. Preview

Please bring your PC/Mac and/or materials necessary for the presentation, and check that your presentation works correctly with the projector 15 or 20 minutes before the session for presenters for the first session in the morning and afternoon or during the break for those for the other sessions.

Date	Presentation ID	Preview Time	Session Time
16 September	Keynote, L1	09:00	9:30-10:40
	L2, L3, S01,S02, P	13:10	13:30-15:15
	L04, L05, S03, P	15:15	15:30-17:00
17 September	Meet the Editor, L06, L07	12:00	12:20-13:50
	L08, L09, S04, S0	13:50	14:05-15:35
	L10, L11, S06, P	15:35	15:50-17:20
18 September	L12-L14, S07, P	08:40	09:00-11:00
	L15, L16, S08, P, P	13:40	14:00-15:45
	L17- L18	15:45	16:00-17:00

A list of Presentation IDs is indicated in the Appendix.

10-4-3. Operation of PC/Mac

You can operate the PC/Mac at the podium using the keyboard and mouse via the USB connection to the PC/Mac located at the operator's desk at the back of the venue. If a USB connection is not available, you may locate and operate your PC/Mac on the podium.

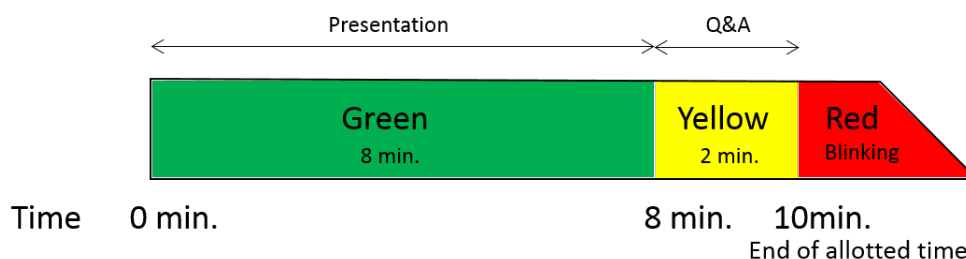
10-4-4. Presentation Time

You are required to strictly observe your allotted presentation time as follows:

Keynote & Invited Talks 30 minutes (25 minutes for talk and 5 minutes for Q&A).

Short Talks: 15 minutes (12 minutes for talk and 3 minutes for Q&A)

Remaining time is indicated on a timer device on the podium and by an indicator light as shown below.



	Invited Talks		Short Talks
Keynote	Takashi Fujita	S01	Michael T. Lotze
L1	Hiroki Kato	S02	Hisashi Arase
L2	Carl Wakley	S03	Kazuki Kato
L3	Enzo Poirier	S04	Nicolas Manel
L4	Kensuke Miyake	S05	Conggang Zhang
L5	Osamu Takeuchi	S06	Michael Gantier
L6	Shizuo Akira	S07	Dong Ki Lee
L7	Zhijian “James” Chen	S08	Taro Kawai
L8	Andrea Ablasser	P	
L9	Jean-Luc Imler	P	
L10	Art Krieg	P	
L11	Jan Rehwinkel	P	
L12	Ken J. Ishii	P	
L13	Asako Yamayoshi	P	
L14	Jean-Charles Guéry	P	
L15	Susan Carpenter		
L16	Hao Wu		
L17	Rayk Behrendt		
L18	Judy Lieberman		
Meet the Editor	Michael T. Lotze		

Speakers of the Keynote, Invited Talks, and Invited Short Talks will give only their respective oral presentations. They will not be required to present a poster or participate in the Poster Pitch Session.

Short Talk speakers selected from the submitted abstracts are also required to **present a poster**. However, they will **not** be required to give a presentation during the Poster Pitch Session.