



## PRESENTATION INSTRUCTION [Onsite Oral Presentation]

### 1. Presentation Time

	Presentation	Q & A	Reserve time for transition to the next
Technical session	15 min.	3 min.	2 min.
Plenary / Keynote	45 min.	5 min.	—

\*The session chair will enforce the time limits, if necessary.

Timing clock will be available in each session room. (See the section 4.)

### 2. Procedures for presentation

- 1) All onsite oral presenter should check-in to Preview Room (Room 205) at least half day prior to your scheduled presentation and bring your presentation files (in PPTX or PDF format) on a USB flash drive\*1. All presenters are requested to check their presentation files to ensure they work correctly in the congress media system.

*\*1 Both Type A and C USB ports are supported. The USB-connected SSD/HDDs can also be used for uploading. You may also use the USB devices in the Preview Room provided by the organizer and copy your file from your PC.  
If you have any other requests regarding uploading of presentation files, including online uploading prior to the opening of the event, please contact with the secretariat.*

Presentation Check-in	
Place:	Room 205
Opening hours:	15:00–18:30, August 20 (Sun) 8:00–18:30, August 21 (Mon) 8:00–18:30, August 22 (Tue) 8:00–12:00, August 23 (Wed)

- 2) Please ensure to come to the designated presentation room at least 20 minutes prior to your session. Make sure the Chair person(s) of your session is aware of your presence.
- 3) In the presentation, you can make slideshow via designated PC in the room. A pair of mouse and keyboard will be provided to control the presentation. Please use mouse pointers to indicate where you're mentioning to make visible both for onsite and on-demand presentation audiences.
- 4) Your presentation will be recorded and made available on the online congress platform after approximately 24 hours. The video will contain your talk and presentation slides as projected in the session room (including the mouse pointer on the screen), but not your footage on speaker's platform. The Q&A discussion at the technical session after your presentation will be included in the video.

### 3. After the session (Online Q&A)

- 5) Your presentation will be recorded and made available on the Confit (online congress platform) after approximately 24 hours.
- 6) When a question or comment is submitted to your presentation video, you'll receive a notification via email. The author is expected to post the answers to the comments or questions on the congress platform.
- 7) Please refer 'Guide for Online Congress Platform' for more details.

### 4. Timing clock

## Overview

- Timing clock will be available in each room.
- The remaining time will be displayed for each presentation.
- The clock always keeps timing and synchronize among all session rooms.

**Presentation**  
**15:00**

**Q&A**  
**03:00**

**02:00**

→ Displays remaining time with counting-down digital clock.

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For Technical Sessions		
	<i>Counts down to 0:00</i>	
<b>Presentation (15 min.)</b>	Shows remaining time for presentation. <i>Starts with sound and counts down from 15:00.</i>	
	<i>When the time remains 2:00 (elapsed 13 min.) colored into yellow with sound and continues count-down.</i>	
<b>Q &amp; A (3 min.)</b>	Showing remaining time for Q&A. <i>Inform the end of presentation with a sound. Counts down from 3:00.</i>	
<b>Reserve time for transition to the next (2 min.)</b>	<i>Time is over!</i> <i>Inform the end of Q&amp;A with a sound and color. Counts down from 2:00.</i>	

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For Plenary / Keynote

	<i>Counts down to 0:00</i>	<b>00 : 59</b>
<b>Presentation (45 min.)</b>	<i>Shows remining time for presentation. Starts with sound and counts down from 45:00.</i>	<b>45 : 00</b>
	<i>When the time remains 5:00 (elapsed 40 min.) colored into yellow with sound and continues count-down.</i>	<b>05 : 00</b>
<b>Q &amp; A (5 min.)</b>	<i>Showing remining time for Q&amp;A. Inform the end of presentation with a sound. Counts down from 5:00.</i>	<b>05 : 00</b>
<b>Reserve time for transition to the next</b>	<i>Time is over! Clock stops at 0:00 with a sound</i>	<b>00 : 00</b>

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**Special Thanks**

Sound Design  
*Shinya Kiyokawa*

*Risa Takahashi, Koji Ishida* **Sound One**  
*Shin-ichiro Iwamiya*

Color Cordination  
*Sohei Tsujimura*

System Coding  
*Takahiro Iwami*

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