

To Presenters & Chairpersons

Request to Chairpersons

1. Please be seated in the next chairperson's seat 15 min. prior to the beginning of your session.
2. Presentation and discussion times for speakers
 - Special / Educational / Invited Lecture, Symposium, Workshop at the direction of the chairperson.
 - Oral presentations: 8 min. presentation & 4 min. discussion.
 - Oral presentation of the Excellent Presentation Award: 4 min. presentation & 2 min. discussion.

Request to Speakers (Lecture, Symposium, Workshop & Oral Presentation)

1. Presentation and Discussion Time

- Special / Educational / Invited Lecture, Symposium, Workshop at the direction of the chairperson.
- Oral presentations: 8 min. presentation & 4 min. discussion.
- Oral presentation of the Excellent Presentation Award: 4 min. presentation & 2 min. discussion.

2. Preview / Submit Presentation Data

Please complete previewing / submitting your presentation data 30 min. prior to the beginning of your presentation at the PC Center.

[PC Center]

Place: Lobby, Theater Hall (in front of Room 1)

Date & Time: July 2 (Wed) 8:30 ~ 17:00

July 3 (Thu) 8:30 ~ 17:00

July 4 (Fri) 8:30 ~ 14:30

* Please note that the presenters who give a presentation on the day will be given the highest priority for previewing / submitting their data. So you may not be able to preview / submit your presentation data for the next day and / or the day after if the PC Center is crowded.

3. For a Next Presenter

Please be seated in next presenter's seat when the presenter before you begins her / his speech.

4. Presentation Instructions

- The aspect ratio of the projection for the presentations is 16:9.
- We recommend the 16:9 aspect ratio for presentation slides.

■ 5. The way to register presentation data is different depending on the sessions as follows:

1. Special / Educational / Invited Lecture, Symposium, Workshop:
 - ① with your own computer
 - ② with a USB memory stick
2. Oral presentations and Oral presentation of the Excellent Presentation Award:
with a USB memory stick

■ Notes for whom bringing own computer

- The OS for the computer in the venue is Windows10.
- If you are using Macintosh, please bring your computer.
- We recommend bringing your computer if you have movie files attached to your PowerPoint presentation.
- Please bring a D-Sub 15 pin, HDMI conversion adaptor OR a computer that fits with the same form as a D-Sub 15 pin or HDMI.
- Please be sure to bring an AC adaptor to the presentation venue in case your computer's battery runs out.
- Please adjust your computer setting so it does not revert to screensaver or energy-saving mode during your presentation.
- Please bring a back-up copy of your data on USB memory stick in case your computer is unable to connect to the projector provided.

■ Notes for whom bringing a USB memory stick

- The OS and applications for the computer provided for presentations are as follows:
OS: Windows 10
Applications: PowerPoint2019
- The fonts of your presentation should be MS(MSP)Gothic, MS(MSP)Mincho, Times New Roman, or Century. Do not use special or downloaded fonts.
- Presenter View in PowerPoint Slide Show cannot be used.
- During your presentation, you can forward your presentation slide by yourself by using a keyboard and a mouse on the podium.
- Do not save any other data than your presentation in the USB memory stick.
- Please run a virus check on your computer in advance.
- Please check your presentation data including images by pasting the data from host/main computer to another computer if the data is shown properly.
- All the copied data will be deleted by organizers appropriately after the conference ended.

6. Discussion Time

Individuals wishing to ask questions should be lined up at the microphone provided in the session room. They should give their name and affiliation before starting question. Question should be brief and simple.

7. Conflict of Interest (COI) and Ethical Consideration

Please refer to the "Call for Abstracts" on the annual meeting website (https://www.jsot2025.jp/contents_en/abstract.html).

Information for the Excellent Presentation Award Applicant

1. Preparation for oral presentation should be referred to the instruction "Request to Speakers (Lecture, Symposium, Workshop & Oral Presentation)" above.
2. Preparation for poster presentation should be referred to the following instructions "Request to Poster Presenters".
3. The award winner(s) will be announced on July 3 (Thu) as well as at the presentation screens between sessions.
4. The ceremony will take place on July 4 (Fri) 14:30 ~ 14:45 at Room 1. The award winners should be join the ceremony at Room 1 and receive a certificate and a grant.

Information for the Student Poster Award Applicant

1. The award winner(s) will be announced on July 3 (Thu) as well as at the presentation screens between sessions.
2. The ceremony will take place on July 4 (Fri) 14:30 ~ 14:45 at Room 1. The award winners should be join the ceremony at Room 1 and receive a certificate and a prize.

Request to Poster Presenters

1. Place

Exhibition Hall, Poster & Commercial Exhibition Room

2. Installation and removal time

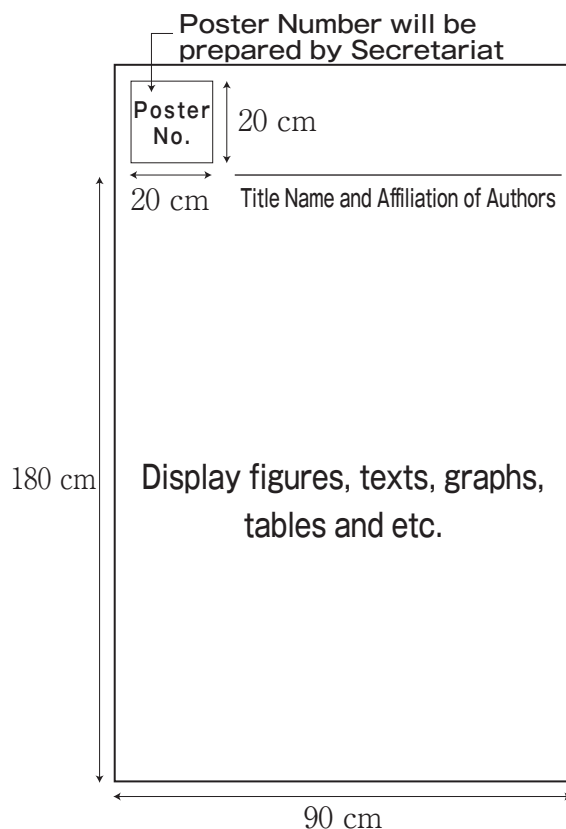
	Poster number	Installation	Presentation / Discussion (Core Time)	Removal
July 2 (Wed)	P-1E ~ P-161	9:00 ~ 10:00	13:00 ~ 14:00	17:00 ~ 17:30
July 3 (Thu)	P-162 ~ P-328	9:00 ~ 10:00	14:00 ~ 15:00	17:00 ~ 17:30
July 4 (Fri)	P-329 ~ P-490	9:00 ~ 9:30	13:30 ~ 14:30	14:30 ~ 15:00

3. Format

Prepare your poster in the size of 180 cm long and 90 cm wide or smaller.

In the designated area at the top of the panel, print a title of presentation, names of authors, and affiliations.

Display figures, texts, graphs, charts and etc., using the remaining space below.



4. Installation

After confirming your poster number, mount your poster in the designated place.

Pushpins and presenter's ribbons will be available at your panel.

5. Presentation / Discussion (Core Time)

Presenters are requested to come to the front of your poster 5 min. before the Presentation/Discussion time, and please start on time. Presenters are required to wear the presenter's ribbon during the question and answer time. Changing presenters are not allowed.

6. Removal

Please place pushpins and your presenter's ribbon in a paper cup and attach it to the bottom of the panel.

Posters that are not removed by the end of the removal time will be removed and disposed by the Secretariat.