

Instructions for Oral Presentations

● **Presentation File Preparation**

- ✓ The total presentation time is 30 minutes for Invited Oral Presentations and 20 minutes for Contributed Oral Presentations, including 5 minutes for questions and discussion.
- ✓ Please prepare your presentation slides in Microsoft PowerPoint format. PDF format may also be accepted if your presentation does not require animations, videos, or Presenter View.
- ✓ Please name your file using the format "Presentation Number_Speaker Name."

For example: Mo-1A-01_Yokohama.pptx

- ✓ Presentations will be displayed using Microsoft PowerPoint 2024 on a Windows 11 Pro (64-bit) conference computer. Presenters are encouraged to verify compatibility with this environment in advance.
- ✓ Due to the projector configuration used in the room, all presentation slides must be prepared in a 16:9 widescreen format.
- ✓ To avoid display issues, please use standard fonts available in Microsoft PowerPoint for Windows, preferably Arial, Calibri, Times New Roman, or Segoe UI. If non-standard or custom fonts are used, please embed them in the PowerPoint file and notify the secretariat in advance.
- ✓ If your presentation includes videos, animations, special fonts, or external media files, please notify the secretariat in advance.
- ✓

● **On-site Presentation Check**

- ✓ On the day of your presentation, please arrive at the session room at least 30 minutes before the start of the session to ensure that your slides display and run correctly, including animations, videos, Presenter View, and any other necessary functions.

● **On-Site Presentation Equipment**

- ✓ Presentations will be run from a laptop PC located on the lectern. The laptop will display PowerPoint Presenter View, including speaker notes. A monitor in front of the lectern will display the current presentation slides for the speaker.
- ✓ An additional monitor displaying the presentation slides will be placed on the floor in front of the center of the stage. Please note that only the slide show will be displayed on this monitor; Presenter View (including speaker notes and upcoming slides) will not be available.
- ✓ A digital countdown timer showing the remaining presentation time will also be placed at the center of the stage.

- ✓ A microphone and a mouse will be available at the lectern. In addition, remote presentation tools, including a presentation remote (Logitech Spotlight 2) and a wireless headset microphone (SHURE WCM16), will be available (see Fig. 1).
- ✓ Technical staff will start the slide show after the session chair introduces the speaker.

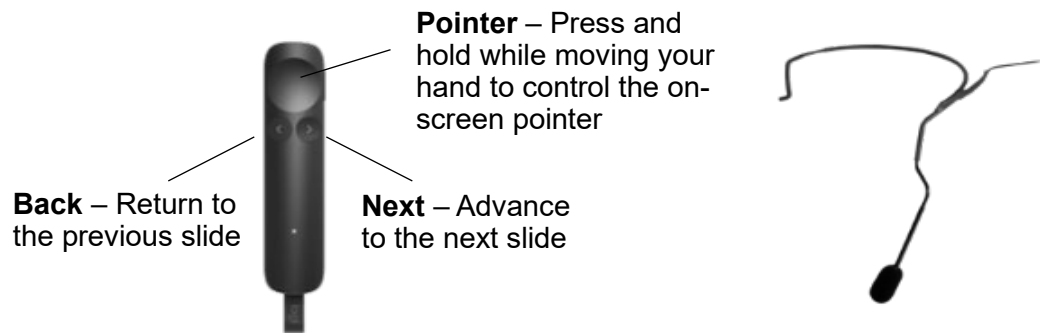


Fig. 1 Remote presentation tools (Left: Logitech Spotlight 2, Right: SHURE WCM16)

Instructions for Poster Presentations

- ✓ The poster board sizes for Invited Poster Presentations and Contributed Poster Presentations are W1800 × H2100 mm and W900 × H2100 mm, respectively.
- ✓ An A0-size portrait poster (W841 × H1189 mm) is recommended.
- ✓ Authors are expected to be present at their posters during the designated poster session.

● **Poster Setup**

- ✓ Authors are responsible for printing and bringing their posters.
- ✓ Posters should be mounted on the assigned poster boards before the start of the designated poster session. Authors are requested to set up their posters during the morning of their assigned presentation day.
- ✓ Poster boards will be numbered to indicate the assigned presentation locations.
- ✓ Mounting materials (e.g., push pins) will be provided by the conference organizers.
- ✓ Please ensure that your poster is securely attached to the board.
- ✓ Invited Posters will remain on display from Monday, September 28 to Thursday, October 1.
- ✓ Contributed Posters should be displayed only on the day of the assigned poster session.

● **Poster Removal**

- ✓ Authors of Contributed Poster Presentations are responsible for removing their posters after the last regular session on the day of their poster presentation.
- ✓ Authors of Invited Poster Presentations are responsible for removing their posters after the final regular session on Thursday, October 1.
- ✓ On Monday, Contributed Posters must be removed before the start of the Industrial Session.
- ✓ Posters must not be left on the poster boards under any circumstances after the designated removal time.

● **Additional Information for Invited Poster Presentations**

- ✓ Authors presenting Invited Posters are also required to give a Short Presentation introducing their posters.
- ✓ The Short Presentation will take place during the Opening Plenary Session on Monday, September 28 (please refer to the conference program for details).
- ✓ The presentation time is 5 minutes, including speaker transitions. No question-and-answer

session will be provided.

- ✓ Preparation and submission of the presentation file, as well as the presentation procedure, are the same as those for oral presentations. Please refer to the Instructions for Oral Presentations.