Guidelines for Presentations

Oral Presentations:

Speaker Registration and Uploading Presentation Data
- In order to ensure that the program runs smoothly, all speakers are requested to check in their PPT data at the Speakers' Preview Desk **at least 1 hour prior to the session**.
- The Speakers' Preview Desk is located in the Foyer, on the 12th floor of the Osaka International Convention Center (OICC).
- The Secretariat will prepare PCs with Windows. Please bring your presentation data (Microsoft PowerPoint 2007-2016 files) on **CD-R or USB Flash Memory**.

  The Speakers' Preview Desk will be open during the following hours:
Thursday, March 23	07:45 – 17:30
Friday, March 24	07:30 – 17:30
Saturday, March 25,	07:30 – 12:30

File Management
- Presentation files must be in Windows PowerPoint 2007, 2010, 2013, or 2016.
- To avoid display problems with your presentations, use only standard OS fonts such as Times New Roman, Arial, **Arial Black**, Arial Narrow, Century, Century Gothic, Courier New, and Georgia
- Your presentation file should be **labeled with a presentation number and your name** as follows:

  e.g. TS2-3_Hiroto Miwa.ppt
- To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.
- After saving your presentation file on the appropriate medium, do a test run on another PC to make sure it works normally.
- The resolution of the projection screen is XGA (1024×768 pixels).
- You can not use audio in your presentation. If you use **video** in your presentation, or need to use **Mac appliances**, please bring your **own computer and an adequate adaptor**.

Speakers who bring their own PC
- Please confirm that your PC is connected properly to the preview monitor.
- Please provide your own AC adapter and connector. The only type of connector available at the Speakers' Preview Desk is a D-sub 15 pin (mini). We recommend that you bring your own connector in case your PC does not accept the D-sub 15 pin connector.
- Please turn off your screen-saver and power saving function and unset the password.
- We can not accept presentation data which includes audio.
- Please have a backup copy of your data ready in case there is a problem with your presentation data.

After Data Registration
- Please take the next speaker's seat in the presentation room **at least 15 minutes** prior to the session.
- The operator will display only the first page of your presentation. Please use the mouse or the keyboard on the podium to advance to subsequent slides as you proceed with your presentation.

Time　Allocation

- Speakers for the Plenary Abstract are allocated 12 minutes for their oral presentation and 3 minutes for discussion.
- Free Paper speakers are allocated 7 minutes for their oral presentation and 3 minutes for discussion.
- One minute before the end of your presentation, a yellow warning light will appear, the end of the presentation time the light will turn red.
- All speakers are strongly requested to honor the time limit, which will be regulated by moderators.

For Moderators

Please take the next moderator's seat **at least 15 minutes** before the beginning of your session.

Poster Presentations：

- The Poster Session will be conducted in English at the Poster Area in the Foyer, on the 12th floor of the Osaka International Convention Center.
- Posters should be mounted and removed during the times indicated in the table. Mounting pins and the presenter's ribbon are available on each poster panel in the Poster Area.
- Each panel carries a number according to the program at the top. The size of panel is 210cm by 90cm. The Poster No. is prepared by the Secretariat. Please prepare the title and author (s) and affiliation (s) in the right side space of the Poster No. The poster display size is 90cm in width and 190cm in height.

  The size of the poster's title section including the title and the name (s) and affiliation (s) of author (s) should be 70 cm in width and 20 cm in height.
- Poster presenters are requested to wear a presenter's ribbon and to be in front of their poster panels and respond to questions from other participants during the times indicated below：
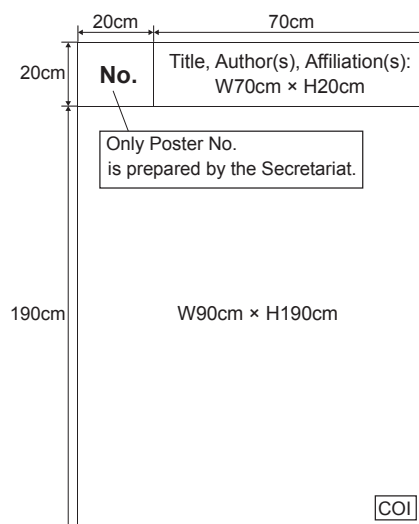
Posters No.	Session Date & Time	Mounting	Removing
1P-1–1P-80	13:50–14:30 Thursday, March 23	8:00-10:30 Thursday, March 23	16:00–18:00 Thursday, March 23
2P-1–2P-79	14:00–14:40 Friday, March 24	8:00-10:30 Friday, March 24	16:00–18:00 Friday, March 24

*Any posters or poster tubes remaining in the Poster Area after 6 p.m. will be discarded. Overnight storage is not permitted.

- ANMA & JSNM Joint Meeting 2017 awards excellent posters on the basis of scientific merit using the evaluation process of the ANMA & JSNM Scientific Committee.
- Accordingly, poster reviewers are scheduled to visit your poster to score your presentation.

Conflict of Interest（COI）：

All speakers must disclose any COI on the second slide of the presentation.
All Poster presenters must disclose COI on the lower right hand corner of the poster.
Please use the sample slide format to disclose COI status from the Meeting website.