<div align="center">< Oral Presentation Guidelines></div>

Submitting Data

1. Please visit the Speakers' Desk to submit your presentation data at least 1 hour before your scheduled session. Morning session presenters are advised to come to the Speakers' Desk at your earliest convenience, as the Desk could be quite busy in the morning.

   *Desk opening hours

Friday, 7 September	9:00-18:00	
Saturday, 8 September	8:00-18:00	Building 1, 2F Floor foyer
Sunday, 9 September	8:30-9:20	

2. Please be seated at the designated "Next Speaker's Seat" 10 minutes before your presentation.

Time Keeping

1. The time allocated to each oral presentation is 7 minutes to present and 3 minutes for Q&A, for a total of 10 minutes. The bell will ring at the last 1 minute and the end.

2. A monitor, a pad, a mouse, and a pointer are provided on the podium. Speakers are requested to operate these by themselves.

Preparing Data   Upon preparing your presentation data, please keep in mind the following:

1. Computers in each room are OS: Windows 8, installed with the software: Office PowerPoint 2003/2007/2010/2013/2016. Create or edit your presentation data using Windows PowerPoint 2003/2007/2010/2013/2016. The venue does not prepare the Macintosh. Please do not use your own computer.

2. Only computers can be used for the presentation. OHP or video cannot be used.

3. The output resolution of the computers in each room is XGA (1028 × 768).

4. Please use the following fonts to avoid character corruption:
   MS・MSP Gothic, MS・MSP Mincho, Century, Times and New Roman.

5. Please save the data in the USB flash memory, and make sure you conduct the virus check. Prior to submitting your data, make sure the presentation can be played using other computers other than your own computer.

6. Define the name of your presentation file as follows:
   [Paper Number-Your Name-Affiliation]

7. Insert the Conflicts of Interests (COI) slide (http://web.apollon.nta.co.jp/ot52/coi.html) in your presentation.

8. Make sure you prepare and bring backup of the presentation data on CD-R or DVD-R. When using a CD-R/ DVD-R, make sure it is finalized (i.e. closing the ongoing session) when copying your presentation file to CD-R/ DVD-R. Otherwise the presentation file on the CD-R/ DVD-R can not be opened on other computers.

9. Due to limited time, please do not use PowerPoint presentation tools such as animation.

10. The organizer will make sure to delete your presentation file copied in the computer after the congress