Oral Presentations

① All oral presentations will be conducted in person.

② The presentation language and presentation slides must be in English.

③ Presentation slides should be prepared in PowerPoint format (recommended slide ratio: 4:3).

④ Save your presentation slides on a USB flash drive (ensure virus scanning beforehand) and bring them to the venue. A backup on the cloud or another medium is also recommended.

⑤ Please copy your slides onto the conference computer during the designated time slots only. As there will be no breaks during the sessions, make sure your files are copied in advance. Save your file under the following format: "Presentation-Number_Name" (e.g., 999_KaiyoHanako). Detailed instructions on data copy times will be provided after the program is finalized.

⑥ The conference computer runs Windows 11 / Microsoft Office Standard 2021. Mac computers are not supported. Projection will be via LCD projector.

⑦ Presentation time is 15 minutes total (12 minutes presentation + 3 minutes Q&A). Presenters are requested to strictly observe the allotted time.

- ・At 11 minutes: 1 preliminary bell
- ・At 12 minutes: 2 main bells
- ・After that: 3 warning bells every minute

⑧ Slide operation will be performed by the presenter.

⑨ Q&A will be moderated, with the session chair selecting questioners.

⑩ All copied data will be permanently deleted by the organizers after the session.