

Instructions for Speakers and Moderators

Participants of AAVBM are also welcome to join JVBMO 2025. While the presentation language may be Japanese depending on the speaker, but the slides will be in English.

Please make sure to include a title slide in your presentation.

The title slide must contain the following information:

Session name, Presentation number, Presentation title, Presenter's name and affiliation and COI (Conflict of Interest) disclosure.

1. Oral Presentation Program

◆ Instructions for Session Moderators

- Please be seated at the **Next Moderator's Seat** inside the session room **at least 10 minutes before the session begins**. Materials for speaker introductions will be provided.
- There will be **no announcements**. Please start the session upon receiving the signal from the floor director.
- The progress of the session is entrusted to the chair, but please **strictly observe the allotted time**. If the session exceeds the scheduled time, the floor director will inform you.
- If any issues arise, please contact the floor director.

◆ Instructions for Designated Speakers

(1) Presentation Time

- Please prepare according to the time allocated to you individually.
- A timer will be placed on the podium. Please keep strictly to your time.
 - **Yellow light**: 5 minutes before the end
 - **Red light**: End of presentation time
- Q&A will be moderated by the session moderators.

(2) Submission of Presentation Data

- Please submit your presentation file (PowerPoint) at the **Speaker Ready Desk** no later than **30 minutes before your session begins**.

Speaker Ready Desk Open Hours:

- **Saturday, November 1**: 8:00 – 16:35
- **Sunday, November 2**: 8:20 – 14:35

Location: 1F Foyer

- Please bring your presentation data on a **USB flash drive**.
- Refer to "Guidelines for Presentation Data Submission" below and prepare accordingly.

(3) Notes for Presenters

- Please be seated at the **Next Speaker's Seat** in the session room **10 minutes before the start of the session** (not before your own presentation time).
- A monitor, keyboard, and mouse will be provided on the podium. After the operator displays your title slide, please operate your presentation yourself.
- If you wish to use Presenter View, please consult the Secretariat in advance.
- For laser pointing, please use the **pointer function in PowerPoint**.

◆ Guidelines for Presentation Data Submission

- All presentations must be made using **PowerPoint**.
- If your presentation data was created on **Windows**, please submit it via USB flash drive.
- If your presentation data was created on a **Mac**, you must bring your **own computer and necessary conversion cables**. *Projector connection is via HDMI.*
- Audio playback is supported. Please inform the Speaker Ready Desk staff if your presentation includes sound.
- All presentation data submitted will be **deleted after the meeting**.

◆ Guidelines for Presentation Data

[For presenters bringing data on USB (Windows users only)]

1. The PCs provided at the venue will run on **Windows 11**.
2. Please prepare your slides using **Microsoft PowerPoint 2013 / 2016 / 2019 / 2021 / 365**, with a slide size of **16:9**, and use the following standard fonts:
Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New, Georgia
3. Animations and videos can be used, but video files must be playable with the codecs pre-installed on Windows 11 and Windows Media Player.
 - Recommended formats: **WMV or MP4** (resolution 720p or 1080p)
 - Please **embed all video files** in your presentation.
4. To prevent virus infection via media devices, please run a scan with the latest antivirus software before submission.

[For presenters bringing their own PC (e.g., Mac users)]

1. There are no restrictions on hardware, OS, or software. However, the projector connection is via **HDMI**. Please bring any necessary adapters to ensure your final output terminal is HDMI-compatible. Some laptop models may require a dedicated connector; please prepare it yourself.
2. Disable **screen savers, power-saving settings, antivirus scans, and password locks** before your presentation.
3. Be sure to bring your **AC power cable**. Use of battery power may cause trouble.
4. Please also prepare a **backup copy of your data on USB**.
5. At the **Next Speaker's Seat**, the floor director will collect your PC. Please wait until it is taken.
6. After your presentation, return to the Next Speaker's Seat to receive your PC back from the floor director.
Do not approach the operator directly.

[Disclaimer regarding presentation slides]

1. If you bring presentation data prepared with versions of Microsoft PowerPoint other than those listed above, the organizers will **not be responsible for any technical problems** during your presentation.
2. Images with the extension. **HEIC** may cause errors. Please convert them to **JPEG, PNG, GIF, TIFF, SVG, or BMP** before inserting them into your slides.
3. If problems are detected at the PC Desk and it is determined that fixing them would cause delays to other presenters, on-site corrections may be refused. Please check your data carefully in advance.

2. Poster Session

Venue: B1, Poster Session Room (Collaboration Space)

[Display Schedule]

- **Mounting:** Saturday, November 1, 8:00 – 10:00
 - Please place your poster on the panel marked with your presentation number.
 - Materials for mounting will be provided by the Secretariat.
- **Removal:** Sunday, November 2, 12:00 – 17:00
 - Posters not removed by the designated time will be **disposed of by the organizers**.

[Poster Viewing Hours]

- Saturday, November 1: 10:00–17:00
 - Sunday, November 2: 8:20–12:00
- If you wish to remove your poster during the viewing hours, please notify the Secretariat (Information Desk).

【Poster Format】

1. Number cards (presentation numbers) will be provided.
2. **Title space:** 20 cm (H) × 70 cm (W)
The title must contain the following information:
Presentation title, Presenter's name and affiliation
3. **Poster presentation area:** 160 cm (H) × 90 cm (W)
- *Please print your poster in advance and bring it with you. No printers are available at the venue.*
4. Please include your **COI (Conflict of Interest) disclosure** at the bottom of your poster.

【Poster Session】

- **Date & Time:** Saturday, November 1,
17:00 –18:30
- The session will be held in a **free discussion**.
- Presenters are requested to stand by their poster panels **at least 5 minutes before the session begins**, and to engage in presentation and discussion with participants.

We will adopt a free discussion style.

The following presenters will stand in front of their panels:

- 17:00–17:30: Presenters with odd presentation numbers
- 17:30–18:00: Presenters with even presentation numbers
- 18:00–18:30: Free discussion

