10. Presentation Guidelines

10.1 Presentation File

The following facilities will be provided for each session at the conference:

- A notebook PC (Microsoft PowerPoint 2016, OS: Windows 10 is only available*)
- LCD projector, a laser pointer and a projection screen at each presentation room.

Please note that a slide projector or an overhead projector will NOT be provided.

*Macintosh file will NOT be available.

Presenters are requested to bring the presentation file copied onto USB memory stick to the PC operator of each presentation room <u>at least 30 minutes before</u> their session starts. CD-R. MO and FD will not be available. The operator will download the presentation file to the notebook PC.

- PowerPoint 2016 for Windows 10 is recommended to create your presentation file.
- Motion pictures are NOT available.
- Macintosh file will NOT be available.
- Please prepare backup data of your presentation fi le in case of any problems.

If presenters use their own laptop computer for the presentation, they are requested to bring their own power adapter and connecting cables. We recommend that presenters connect their laptop computer and check their presentation on the screen in advance.

10.2 Presentation Time

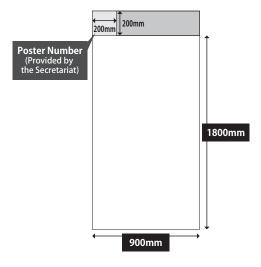
The plenary, invited and oral sessions take place in the OIST Auditorium. All speakers are asked to keep to their allocated time.

- Plenary talk: 40 min. presentation + 5 min. discussion.
- Invited talk: 25 min. presentation + 5 min. discussion.
- Oral talk: 12 min. presentation +3 min. discussion.

10.3 Poster Sessions

The poster sessions will be conducted in the OIST Conference Center. Poster presenters are asked to setup their poster during the AM or lunch break at the day of their poster presentation.

Poster size: 1800 mm (height) × 900 mm (width)





11. For Online Participants

11.1 Attendance

You can see live-presentation from the Confit system and ask question(s) in live Q&A time remotely or by using a chat at any time. After the conference week, you can see the video of the live presentations and Q&A for a month.



11.2. Remote presentation: Oral

Please make sure that you have the latest version of the Zoom application on your computer. The oral presenters and session chairs are requested to access the relevant session link from the Confit system at least 20 minutes before the start of your oral session. Our technician will briefly test your microphone and camera connections.

Please note that your live presentation will be recorded and shared after the conference week with the participants of ICMFS. The presentation video will be accessible only to the participants. The video will be removed from Confit in one month after the conference week.

11.3. Remote presentation: Poster

If you have uploaded presentation image files, our staff member will print them and put them on the poster boards in the conference hall for in-person participants. Your pre-recorded presentation video will be shared after the conference week with the participants of IFMCS. The presentation video will be accessible only to participants. The video will be removed in one month after the conference week.