Information for Chairs and Speakers

For Session Chairs

Please be seated at the designated next chair's seat in each session room at least 15 minutes before your session begins. Kindly ensure strict adherence to the schedule during the session.

For Presenters

● Conflict of Interest (COI) Disclosure

　　Presenters are required to self-declare any conflicts of interest (COI) from the past year.

　　For oral presentations, please include the disclosure on the second slide.

　　For poster presentations, please display it at the end of the poster.

　　https://icongroup.co.jp/icapa2025/guidlines/

● Guidelines for Speakers

　　[Presentation Time]

　　Except for some sessions, symposium presentations are 20 minutes per presenter (including Q&A).

　　Workshops: Lectures – 20 minutes per presenter (including Q&A); Abstracts – 15 minutes per presenter (including Q&A).

　　Please strictly adhere to the allocated time to ensure smooth progress of subsequent sessions.

　　The next presenter should be ready at the next presenter's seat as soon as the preceding presenter begins their talk.

　　[Presentation Data Submission]

　　- All oral presenters must submit their presentation data to the operator's desk at the front left of the session room at least 20 minutes before the session begins, regardless of whether you are using your own PC or a USB.

　　- Please complete any data corrections beforehand. Please ensure that any data corrections or updates are completed before arriving.

　　- To avoid loss of your presentation data, please make a backup in advance.

If you bring a USB device:

- Ensure that your saved data works correctly on a PC other than your own before bringing it.
- Confirm that your data is free from viruses using up-to-date antivirus software before submission.

If you bring your own PC:

- If your data was created on a Macintosh, please bring your own Mac.
- Do not rely on battery power; please bring your AC adapter to avoid potential issues.
- Disable screen savers, antivirus scans, and power-saving settings before bringing your PC. Settings may vary depending on your PC, OS, and applications, so please check in advance.
- If your PC requires a password or login at startup, please disable it beforehand.
- There are no restrictions on the model, OS, or applications you use; however, HDMI output is required for monitor connection.
- If your PC requires a converter to connect to a HDMI, please bring it with you.
- Connections other than HDMI cannot be accommodated.

[Preparing Your Presentation Data]

- Compatible software

  Use Windows PowerPoint 2019 or later. If your presentation was created in an earlier version of PowerPoint, please check in advance that it works correctly in PowerPoint 2019 or later. If your data was created on a Macintosh, please bring your own Mac.
- Fonts

  Please use fonts that are standard in Windows PowerPoint. Special or non-standard fonts may cause misalignment or garbled text, so take care.
- Presenter View

  The Presenter View function in PowerPoint cannot be used. Please note this in advance.

[Video and Audio in Presentations]

- If you plan to use video in your presentation, bringing your own PC is recommended to avoid any technical issues during the session.
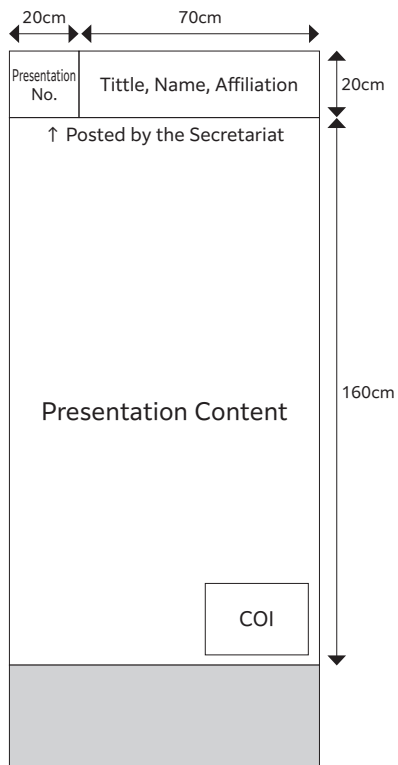

● Guidelines for Poster Presenters

　[Presentation Time]

- Presenters should wear the presenter ribbon attached to the panel and be ready at their poster 5 minutes before the start time.

　[Poster Setup and Removal]

- Poster display space is 160 cm (height) × 90 cm (width). Please prepare your poster to fit within this space. Each presenter is responsible for providing the poster title, affiliation, and presenter name.
- The poster number will be provided by the Secretariat.
- Thumbtacks for posting will be provided by the Secretariat at the poster session room.

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- Please put up and remove your poster within the designated times below.
- Any posters or cases left after the removal time will be removed and disposed of by the Secretariat, so please take note in advance.

Poster Mounting	13:30-15:30, 10 September
Poster Presentation	17:45-19:15, 12 September
Poster Removal	19:15-19:45, 12 September