

Instruction for Chairpersons and Speakers

For Chairpersons

1. Chairpersons are requested to be seated Next Chairpersons Seat in the lecture room, preferably 10 minutes in advance of the scheduled start time.
2. As there will be no announcement or cue, please proceed to take the stage promptly at the appointed time and initiate the session. We request for your cooperation to ensure that your session proceeds according to the prescribed time limit/schedule below:

Session	Time for Presentation	Time for Discussion
Keynote Lecture	30 min	—
ISPRM2019/JARM2019 Special Lecture	25 min	—
Free Paper	7 min	3 min

For Speakers

1. Presentation materials
 - 1) All lecture rooms are equipped with PC installed with windows 10. Microsoft PowerPoint Ver. 2010, 2013, 2016 are the equipped application software.
 - 2) Please prepare your slides in English and store your data either CD-R or USB memory device named "**Session Number_Name**".

If your presentation file is made by Macintosh, please bring your own PC with power adaptor and cable, if necessary. Please ensure that it is compatible with the D-sub 15 pin.
Also please cancel screen-saver and sleep/power-saving settings of your PC monitor
Beforehand.
 - 3) The projection screen for your presentation has **Full HD resolution (1920 x 1080pixels)** which means your slide size should be **16:9 widescreen aspect ratio**. To avoid display problems with your presentation, please use only standard OS fonts such as Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, or Georgia.
 - 4) Due to preventing virus infections acquired through media, confirm that your presentation data has not been infected by any virus in advance by using the latest version of the security software.
 - 5) All speakers are required to show a slide disclosing any **potential Conflict of Interest** on the 2nd slide of your presentation.

Please download the templates from the congress website.

2. Slide Upload and Review

Presenters should check in and review the slide data at the following PC Center at least **1 hour before their scheduled presentation**. Please bring the presentation data stored on a memory device. For the presenters who has the presentation at the first session on the day, please check in and review the slide data at the following venue no late than 30 minutes prior to the session starts.

For those wishing to show a movie and using the Macintosh to prepare the presentation, please bring your own laptop instead of submit the data with memory devices. All energy-conserving functions such

as screen-savers, sleep/power-saving setting should be disabled on PCs to be used in the presentation.

Venue and Open Hours:

Date	Portopia Hall, 1F, Kobe Portopia Hotel South Building	Lobby 1F, Kobe Portopia Hotel South Building	Entrance Hall, 3F, Kobe International Conference Center
June 9	—	—	8:30-18:00
June 10	7:30-17:30	7:30-17:30	7:30-17:30
June 11	7:30-17:30	7:30-17:30	7:30-17:30
June 12	8:30-18:00	8:30-18:00	8:30-18:00
June 13	—	8:00-11:00	8:00-11:00

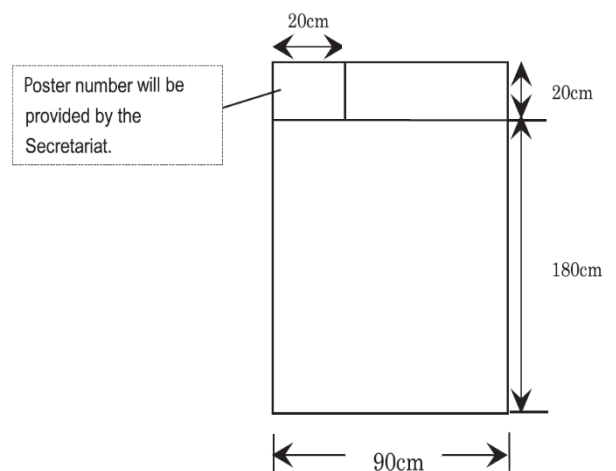
3. In the session

- 1) All speakers are requested to be seated in Next Speaker Seat in the lecture room, no later than 10 minutes in advance of the scheduled start time. If you use your own laptop for your presentation, please take your laptop with you to PC Operation Desk **at least 20 minutes before your presentation starts**. The operation desk is located at the front left side of your lecture room.
- 2) The time keeper will show a yellow low lamp 1 min. prior to your presentation; a red lamp shows that the end of your presentation time. Please keep allocated presentation time.

For Poster Presenters

Poster will be displayed over the whole congress period, **from Monday, June 10 to Wednesday, June 12 without daily replacement.**

1. Please prepare the poster to fit the size, W 90cm X H 180cm. All poster boards will be arranged with a number sheet (W 20cm X H 20cm) which corresponds to Poster number.



2. The poster should contain the COI disclosure statement at the bottom of the poster. Please download the COI slide templates for the disclosures from the congress website.
3. Poster presenters are expected to stand by your own poster panel at the following time.

Poster session times:

16:00-17:00, Tuesday, June 11, 2019

10:15-11:15, Wednesday, June 12, 2019

4. All poster boards will be assigned with a number which corresponds to Poster Number.

Poster Number	Poster Area
P1-XXX	1F, Kobe International Exhibition Hall No.1
P2-XXX	1F, Kobe International Exhibition Hall No.2
P3-XXX	1F, Kobe International Exhibition Hall No.3

5. Authors are required to mount their posters on the designated board and remove them during the specified time as follows:

Poster mounting time: 8:00-12:00, Monday, June 10, 2019

Poster dismantling time: 17:00-18:00, Wednesday, June 12, 2019

6. Any posters left after the poster dismantling time will be disposed of by the Secretariat.

Poster Awards:

Local Organizing Committee for ISPRM2019 will recognize outstanding posters.

30 posters have been nominated and 5 posters will be selected as the awardees based on the quality of the abstract and ability to answer questions.

For those nominated presenters, the dismantling schedule will be as follows:

Nominated Poster No. : From P2-0 to P2-29

Poster dismantling time: 13:00-14:00, Thursday, June 13, 2019

Please note that the awardee will be announced at the Closing Ceremony on Thursday, June 13.