

## Participants Guide

### To all Presenters: Regarding COI Disclosure

All lead presenters are required to disclose any conflict of interest related to the subject matter or materials discussed in their presentations for the past year.

### To Oral Presentation Speakers

All speakers are required to preview and submit their presentation slide data to the PC Registration Desk (10F Foyer) at least 60 minutes before the start of their session.

<PC Registration Desk> available hours

May 26 (Fri.) 15:00-17:00

May 27 (Sat.) 7:30-18:00

May 28 (Sun.) 7:30-16:30

### To Poster Presenters

- Given time is as follows;

Presentation 4 min, Discussion and Q&A 3 min

\*All presenters are required to follow the time schedule strictly.

- Presenters must be present at their poster space during the allocated time, wearing the Presenter's Ribbon provided in front of their poster panels.
- Mounting and removing of posters must be done on the day of your presentation and during the time indicated below.

Mounting time	May 27 (Sat.)	8:00-9:00
	May 28 (Sun.)	8:00-9:00
Removal time	May 27 (Sat.)	16:00-16:45
	May 28 (Sun.)	15:00-15:45

\*Please be informed, posters not removed past the indicated time will be discarded by the Secretariat.

### To Poster Session Chairs

- Poster Session Chairs are asked to pick up their Chair's Ribbon at the Poster Registration Desk located in the Poster Venue, at least 30 min before the start of their session.
  - Procession of the sessions will be entrusted entirely with the chairs.
- \*Please follow the time schedule strictly.

### Exhibition

Exhibition will take place at the following venues during the conference.

- 3F Event Hall

### Cloak

Cloak service is available at the 5F Foyer during the conference.

### Photographs, Video Recordings and Cell Phone Use

Photographs and video recordings inside the venue are strictly prohibited.

Please also be reminded to turn off your cell phone or set it to silent mode.