For Chairs and Speakers

● Oral Presentations

For Chairs

- There will be no chair reception. Please be seated at the "Next Chairperson's Seat" at the front of the room at least 15 minutes before the scheduled start time of your session.
- There will be no announcements in each room. Please start your session when it is time. If you have any questions, please ask the room director.
- Chairs are asked to ensure all sessions start and finish punctually as scheduled. A timekeeping equipment will be prepared on the chairs' table. The green lamp will turn on during the presentation time, the yellow lamp will turn on one minute before the presentation ends, and the red lamp will turn on at the end of the presentation.

For Speakers

If you will be making an oral presentation, please check the following information.

Preparing for your presentation:

- Screen aspect ratio is 16:9. Slides created in 4:3 format will be shown on the screen with black bands on both sides of the slides.
- We recommend that you use OS-standard fonts in your presentation, such as Century Gothic, Courier, Times New Roman.
- Supported software: Windows PowerPoint 2019 and PowerPoint for Microsoft 365.
- If your presentation slides include any video or audio files, please save them in one folder with your slide data.
- Disclosure of Conflict of Interest (COI): If you are presenting in the Japan Section, please disclose any COIs over the past three years on the second slide of your presentation, next slide of introduction. Please download sample slides from the website of ISHR2025.

On your presentation day:

No later than 30 min. before the session starts

Please visit the PC Center to submit your presentation file. You will be given a short technical instruction.

For Chairs and Speakers

PC Center
Location: Room 103+104
Opening Hours:
Sunday, May 11   8:30-16:30
Monday, May 12   8:30-17:30
Tuesday, May 13   8:30-17:00
Wednesday, May 14   8:30-15:00

If you wish to use your own PC:
- The Secretariat will prepare an HDMI PC cable connector. If your PC is not compatible with this cable connector, please bring a suitable adaptor.
- Please notify the operator in advance if you will be using video or audio in your presentation.
- Your presentation file should be named <Session Name>_<Your Full Name>.ppt, and be saved on your desktop.
- Please disable your screensaver and any power-saving features on your PC.
- Please bring your AC adapter and converter with you.
- Please bring your presentation's backup data on a USB flash drive.
- After your presentation, do not forget to retrieve your computer from the operator at the venue.
- During your presentation, please use the AC adapter included with your computer, not a mini-AC adapter.

No later than 10 min. before the session starts
Please make sure to come to the session room and take the speaker's seat at the left front side of the room.

After the Congress:
Your submitted data will be discarded after the congress.

● **Poster Presentation**
If you will be making a poster presentation, please check the following information.
Preparing for your onsite presentation:
- Be sure to include the abstract title, author and coauthor names, and the affiliation(s).
- Prepare your poster to fit on the poster board (W90cm×H210cm). Recommended poster size is W90cm×H160cm.

• Bring your poster with you to the Room C on the day of your poster presentation.

Presentation date	Set-up	Removal
Monday, May 12	8:30-12:00	18:05-18:30
Tuesday, May 13	8:15-12:00	19:05-19:30
Wednesday, May 14	8:15-12:00	18:05-18:30
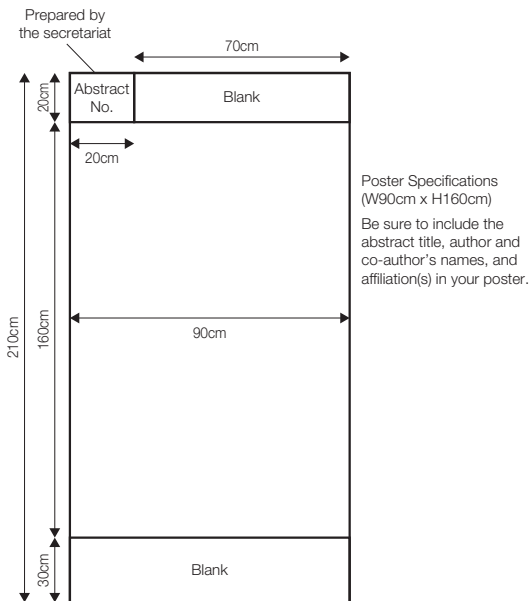
Poster set-up/removal times

* Posters that are left on the poster boards after the removal time has ended will be removed and discarded by the Secretariat after the Congress.