

Instructions for Chairpersons

1. Please be seated in the “Next Chair’s Seat” located in the front right of the room, 10 minutes prior to the session you will be chairing.
2. No announcements will be made at the beginning of sessions. Please begin at the allocated time. Please use the timer on the Chairs’ desk as required. A yellow light will be switched on one minute before the end of the session, and a red light will indicate the end of the session.
3. The time schedule is very tight. Please ensure that your session is completed on time.

Instructions for Oral Presenters

1. The time schedule is very tight. Please strictly maintain the time allocated to you.
Please check your presentation and discussion time.
[Oral presentation]
7 minutes for presentation and 3 minutes for discussion
*A timer is set on the podium. A yellow light will be switched on one minute before the end of your presentation, while a red light will indicate the end of the session.
2. Please be seated at the “Next Speaker’s Seat” located in front of the podium 10 minutes prior to your presentation time.
3. All presentations should be in English.

Data Acceptance

Please submit data for your presentation to the PC Center (2F lobby) at least 30 minutes before the start of your session. We suggest that speakers of the first session of the day should load their presentations the day before.

PC Center open hours

October 3 (Wed.)	16:00-17:30
October 4 (Thu.)	8:00-17:30
October 5 (Fri.)	8:30-11:30

Poster Presentation Instruction

1. All posters must be prepared in English.
2. The poster venue is located at
Hoshino Resorts OMO7 Asahikawa, 2F Hokushin.
3. Poster mounting and removal hours are as follows:
Mount posters: October 3 (Wed.) 16:00-18:00
Remove posters: October 5 (Fri.) 13:00-14:00
Posters should be up all the time. As the secretariat assumes no responsibility for the loss or damage of posters that are left behind, the presenter should remove them by the end of the specified removal time.
4. Posters should be posted on the designated board space of 180 cm height and 90 cm width with the abstract number of your paper.
5. Abstract Numbers, pins and equipment necessary for mounting posters will be prepared by the secretariat at the venue.
6. Title, Author’s name, Affiliation should be prepared by yourself.
7. Poster discussion time is October 4 (Thu.) 17:00-17:56.
Speakers should stand by in front of the poster at the poster discussion time.
[Poster presentation time]
2 minutes for presentation and 2 minutes for discussion

