

For All Chairs

We ask that you strictly adhere to the time provided for presentations and Q&A to ensure smooth operation of the meeting. Please be prepared at the Chairperson's Seats in a session room no later than 15 minutes before the session, and notify staff nearby the Chairperson's Seats of your arrival.

For Oral Session Presenters

7minutes for presentation & 5minutes for Q&A

Please note that the session room will have a data projector and we will only accept computer-based presentations. Slide/Overhead/VCR projectors will NOT be available. To ensure your presentation runs smoothly, please bring your presentation data to PC Preview Desk located in the lobby on the first floor of the Ishikawa Ongakudo at least 60 minutes prior to your presentation. If you use Macintosh, please bring you own PC, and also stop by PC Preview Desk.

1. Our OS is Windows 10 and projector is XGA, or 1024 by 768 pixels.
2. If you bring your presentation data in a CD-R or USB flash memory stick, please follow the instructions below:
 - a) The computers provided for the sessions will be running the following operating systems with the following application software installed.
Windows: PowerPoint 2010, 2013, 2016
 - b) Use the above operating system's standard fonts
(e.g.) Windows: Century, Century Gothic, Times New Roman, etc
 - c) Name your presentation data as follows:
(e.g.) O1-1 John Smith.ppt
 - d) We use Windows Media Player for video software. Please ensure that your video is playable with the default codecs included in Windows Media Player.
3. If you bring your own laptop computer including Macintosh, please follow the instructions below:
 - a) Ensure that your computer is equipped with the monitor connector of mini D-sub 15 pins. If your computer does not have this connection, please bring an appropriate converter with you.



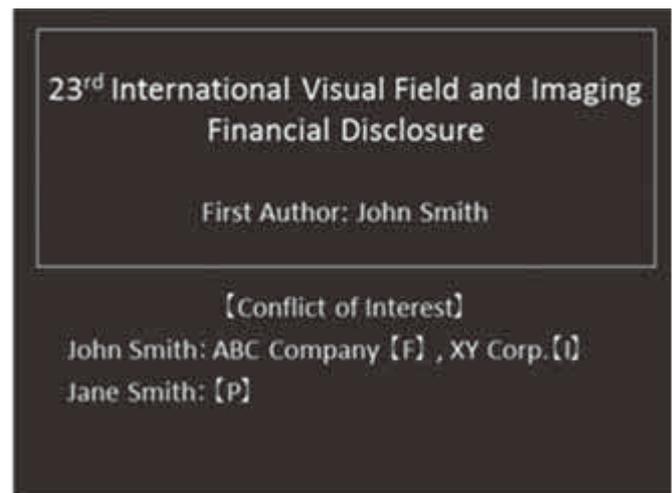
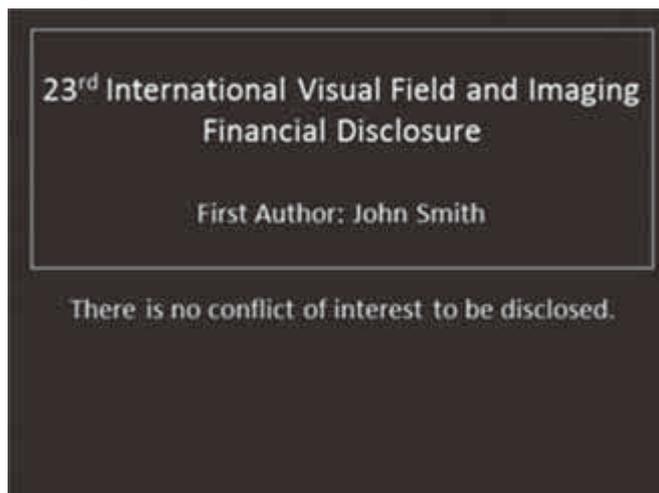
mini D-sub 15 pins

- b) Be sure to bring an AC adaptor with you. The Japanese standard AC voltage is 100V.
 - c) Be sure to turn off screen saver or power saving mode of your laptop in advance.
4. A display monitor, keyboard, and remote mouse will be provided on a podium for presenters to operate. Sound speakers are not available.

Oral Presentation Guidelines

5. Presentation data loaded on the computers provided will be completely deleted by the secretariat after your presentation.
6. The secretariat is not responsible for any projection troubles caused by computer technical difficulties. We recommend that all presenters bring back-up data.
7. Presenter view is available.
8. COI Disclosure on presentation
When the authors disclose the conflict of interest in the presentation, the category and the names of the companies should be shown after the authors' names in the second slide or at the end of poster. If none of the authors has any conflict of interest to be disclosed, please write "there is no conflict of interest to be disclosed". For more details, please refer to "Call for Abstract" of IPS2018 website.

Sample of Slide



PC Preview Desk open hours:

Wednesday, May 9 16:00-17:45
Thursday, May 10 7:30-18:00
Friday, May 11 7:30-13:00
Saturday, May 12 7:30-17:00

Poster Presentation Guidelines

Posters are displayed through the duration of the meeting, May 10-12, 2018 and the time schedule for mounting and removing the posters is as follows.

Posters Mounting: 08:00-11:00, Thursday, May 10

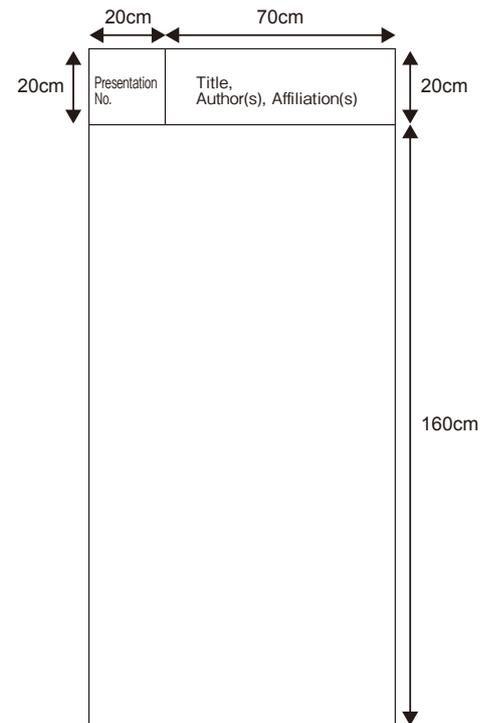
Posters Removing: 17:00-18:00, Saturday, May 12

■ Poster Preparation and Mounting/Removing

1. The Poster board surfaces measure approximately W90cm × H180cm.

Poster Presentation Number (20 cm × 20 cm) is displayed at the top left of the board.

2. A supply of pushpins will be available in the poster area for mounting your poster.
3. Each poster must have a label at the top that indicates the title of the paper, the name(s) of the author(s) and their affiliation(s). The presenting author should be marked with a circle.
4. Authors are required to mount and remove their materials scheduled as above.
5. We remind you that you should NOT leave poster tubes or cases in the poster areas. The organizers will not be held responsible for any losses which may be incurred.
6. Posters not removed by the removing time mentioned above will be removed and discarded by the secretariat.



■ Oral Presentation

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For All Poster Presenters

Poster presenters are required to deliver 8 minutes' presentation in an oral session room (3 minutes for presentation & 5 minutes for Q&A). This is designed for delegates to ask questions, the answers to which would be of interest to all delegates. Please note that the session room will have a data projector and we will only accept computer-based presentations. Slide/Overhead/VCR projectors will NOT be available. To ensure your presentation runs smoothly, please bring your presentation data to PC Preview Desk located in the lobby on the first floor of the Ishikawa Ongakudo at least 60 minutes prior to your presentation. If you use Macintosh, please bring your own PC, and also stop by PC Preview Desk.

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(e.g.) 01-1 John Smith.ppt
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3. If you bring your own laptop computer including Macintosh, please follow the instructions below:
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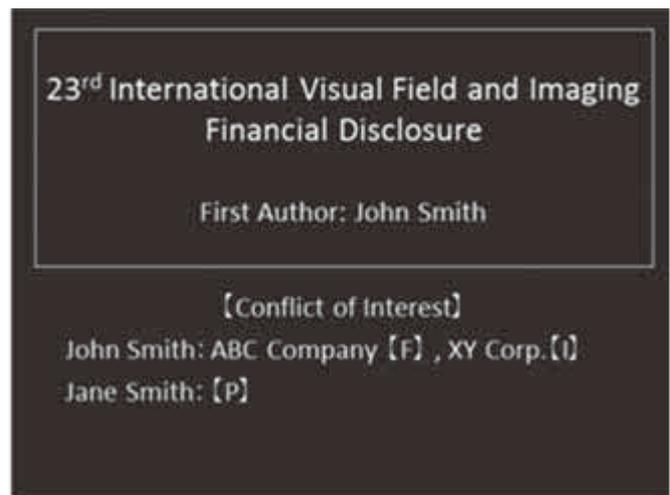
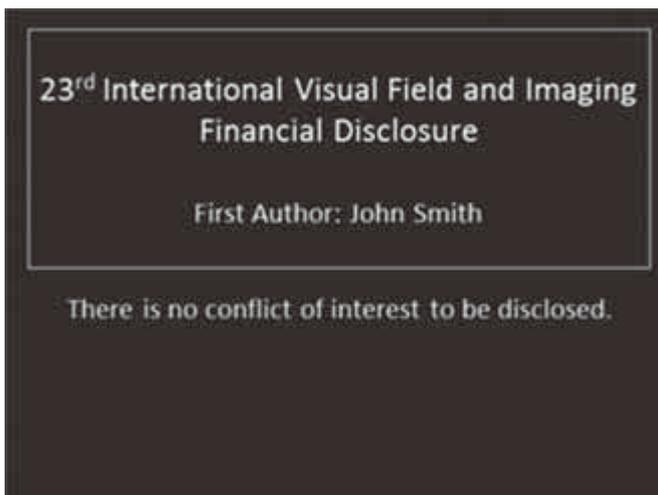
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