

# **Instructions for speakers in oral presentation**

1. The language for oral presentation is either Japanese or English.
2. All slides should be prepared in English. No simultaneous interpretation will be provided.
3. Application software for preparing presentation data should be PowerPoint2007/2010/2013/2016.  
If you have prepared your presentation data on a Macintosh PowerPoint, please check that your presentation functions correctly in a windows-based environment, or bring your own computer in order to avoid display problems.
4. Use standard font (e.g. Arial, Helvetica, Times, Times New Roman) in preparing your presentation to avoid conversion errors.
5. All authors are required to disclose any conflict of interest with sponsoring companies.  
For oral presentations, please include the slide disclosing the state of COI in your PowerPoint presentation after your title slide.  
(You can download sample template from Call for Abstract page on our website  
<http://jsgct2019.umin.ne.jp/en/abstracts.html> )
6. To avoid the possible spread of computer viruses, please scan your presentation files beforehand with updated anti-virus software.

## **PC Preview Section**

1. Please bring your presentation data in a USB flash memory or your own laptop computer, at least 30 minutes prior to your presentation to the PC Preview Section at each hall and complete review of presentation data.
2. On-site operating system will be Windows 7 and 10, PowerPoint 2007/2010/2013/2016.
3. Please place all video clips linked with the PowerPoint presentation into a single folder.  
Video file should be WMV or MPEG1, MPEG4
4. If using a Macintosh or your PowerPoint presentation includes moving images, please bring your own PC and back-up data to make your presentation.
5. Presentation data loaded on the conference computer will be completely deleted after your presentation by our staffs.

## **Laptop users**

1. Macintosh users are requested to bring your own computers.
2. Turn off any sleep functions and screen savers beforehand.
3. Cable connector used at the venue for image output is D-sub 15 pin connector or HDMI.  
Please bring your own connector conversion adapter if necessary.
4. After checking your data at the PC Preview Section, please bring your own PC to the “Operation Desk” near the speakers’ podium in the session halls.
5. Please pick up your PC at the Operation Desk after your presentation.

## **Time allocations for presentations**

The speakers of Plenary Session will be given 15 minutes in total.

(12-minute talk followed by 3-minute discussion)

The speakers of Oral Sessions will be given 10 minutes in total.

(7-minute talk followed by 3-minute discussion)

### **Time allocations for other oral sessions**

<b>Session Title (Total allocated time)</b>	<b>Talk</b>	<b>Discussion</b>
Presidential Special Program (20 min. per person)	17 min.	3 min.
Special Lecture (40 min.)	35 min.	5 min.
Special Symposium (30 min. per person)	25 min.	5 min.
Symposium I (20 min. for Dr. Satoru Tada & Dr. Hitoshi Okazawa) (30 min. for Dr. Brian Kaspar & Dr. Edwin J. Weeber)	17 min. 25 min.	3 min. 5 min.
Symposium II (20 min. per person)	17 min.	3 min.
Symposium III (25 min. per person)	20 min.	5 min.
Symposium IV (25 min. per person)	20 min.	5 min.
Symposium V (22 min. per person)	17 min.	5 min.
Symposium VI (22 min. per person)	17 min.	5 min.
Symposium VII (22 min. per person)	18 min.	4 min.
Symposium VIII (35 min. for Dr. Osamu Nureki) (25 min. for Dr. Keiji Nishida, Dr. Knut Woltjen, Dr. Mahito Nakanishi)	30 min. 20 min.	5 min. 5 min.
10 <sup>th</sup> Takara Bio Award Lecture (15 min.)	12 min.	3 min.

►Please note that minor alterations may be informed by the Session's Chairs.

For the latest information about the meeting, please visit the website at  
<http://jsgct2019.umin.ne.jp/en/index.html>