Instructions for Presentation

Instructions for Chairs

1. Please come to your session room 15 minutes before your session starts. The seat for the next chairperson will be in the front row on the right.
2. Please proceed with the session per the following time allocation.

Instructions for Presenters

I. Oral Presentation

1. The time allotted for each presentation: Please refer to the email from ACMVD 2025 Secretariat for your designated presentation time.
2. The time allotted for each presentation is scheduled as follows(Excluding some special lectures):
   - Oral presentation............................. 8 mins + 2 mins Q&A
   - Poster presentation.......................... 7 mins + 2 mins Q&A
3. A green light on the podium will be lit during your presentation.
4. A yellow light on the podium will tell you when one-minute remains.
5. At the end of the allotted time for each presentation, a red light will tell you the time is over.
6. All presentations will be done on PC.
7. PCs with Windows and PowerPoint can be used onsite. Macintosh users: Please bring your own computer for your presentation.
8. Please bring your own PC or presentation data (PPT) saved on a storage device. Acceptable storage devices are USB Flash memory only.
9. Audio, video and animation are playable on the PCs used onsite. If you are bringing your presentation data in storage devices, please make sure that the data is compatible with Media Players for Windows.
10. Please use the following settings in PowerPoint for your presentation slides:
    o Standard PC fonts for Windows
    o 16:9 slide size
    o Refrain from using Presenter View
11. If you are using your own PC, please make sure to bring an AC adaptor (standard 2-pin type) to charge your PC. For projector output purposes, an HDMI cable will be provided. Please confirm whether your PC is equipped with an HDMI port. If you use a different type of port to connect to an external monitor, please bring a converter with you.


12. Please turn off your screen saver and power saving settings in advance, especially if your presentation includes video and sound.
13. Please bring your PC or presentation data to the **PC Preview Desk** at least 30 minutes prior to your presentation to register and submit it to test the connection and view your file.

14. The PC Preview Desk will open during the following hours:

> o September 20 (Sat) 07:30-17:30

15. Please come to your session room 10 minutes before your session starts. The seats for next session of presenters will be in the front row on the left.

16. Please use the mouse or buttons on the podium for your presentation. You are required to handle your data yourself by using the mouse or buttons.

17. The copied data for your presentation will be deleted by the secretariat after the congress.

Poster Presentation

1. The time allotted for each presentation: Please refer to the email from ACMVD 2025 Secretariat for your designated presentation time.

2. The time allotted for each presentation is scheduled as follows:

   - Poster Presentation.. 7 mins + 2 mins Q&A

3. Poster board: 90cm wide x 180cm high

4. Presentation number will be provided by the secretariat and will be posted on your assigned board. Your poster can be attached to the board using push pins which will be provided on site.
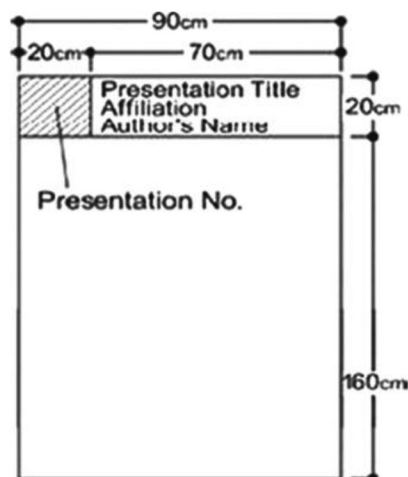
5. Presenters are requested to follow the schedule below when mounting your poster on the assigned board and removing your poster materials from the board.

Poster set-up and removal schedule:

1. Set-up: No later than 1 hour before your presentation

2. Removal: 17:00–18:15 on September 20 (Sat)

3. Advance shipping of posters is not accepted.

Note: All posters must be removed during the removal time.

Posters not removed will be discarded by the secretariat.

Disclosure of Conflicts of Interest (COI)

Disclosure in slides

All presenters must declare their COI status on the first presentation slide (or immediately after the title and presenters) as shown in the example below.

e.g.1)

> **ACMVD 2025**
> **COI Declaration**
>
> First Presenter's Name
>
> The presenter has no conflict of interest with any corporate organizations relating to this presentation.

e.g.2)

> **ACMVD 2025**
> **COI Declaration**
>
> First Presenter's Name
>
> The presenter has potential conflicts of interest with the corporate organizations below:
> Name of organizations

Disclosure in posters

Print either "The presenter has no conflict of interest with any corporate organizations relating to this presentation." or "The presenter has conflicts of interest with the following corporate organization(s). Names of corporate organization(s)" in an appropriate position (e.g. after the Summary or before or after Acknowledgements).