

## For Oral Presenters of the 134th Annual Meeting of the Japan Prosthodontic Society

### 1. Presentation time

Oral Presentation (International)

Presentation: 8 minutes, Q&A: 2 minutes

### 2. Presentation methods

#### (1) Oral Presentations

1) Please refer to the above for the presentation time. Follow the chairperson's instructions regarding the Q&A session.

2) During the presentation, the green light on the podium timer will be on. The yellow light will turn on one minute before the end, and the red light will turn on at the end. Please adhere strictly to the time limits.

3) The next presenter should wait at the designated location (next presenter seat).

#### (2) Presentations Using a PC

1) All presentations using a PC will be single-screen presentations. During the presentation, please operate the slides using the mouse and keyboard on the podium.

2) The screen size for projection will be 16:9.

(3) The "Presenter View" feature, which allows you to check notes, the next slide, and elapsed time, cannot be used as it may cause delays in the session. There is no printer available at the venue, so please prepare your materials in advance.

(4) Presentation data should be submitted via USB flash drive.

(5) The operating system and PowerPoint version of the computers provided are as follows:

OS: Windows 10

Application: Microsoft365

(6) Please conduct a test run of your presentation data at the PC reception desk at least one hour before your scheduled presentation time.

(7) The first slide should be a title page clearly stating the presentation title and the presenter's name.

### 3. PC Reception

Location: Dejima Messe Nagasaki, 1st Floor Lobby

Hours:

May 17 (Saturday): 8:15 AM - 6:00 PM

May 18 (Sunday): 8:15 AM - 2:30 PM

### 4. Presentation Data Submission:

(1) Please create your presentation using Microsoft PowerPoint 2016/2013 and use the following standard fonts: [English] Arial, Arial Black, Century, Century Gothic, Times New Roman.

(2) Animation and video files are allowed, but they must be compatible with the default settings of Windows.

(3) Audio output is supported.

(4) After the presentation, the data will be securely erased by the secretariat.

#### **5. Conflict of Interest (COI) Disclosure**

Please refer to the website of the Japan Prosthodontic Society for guidelines on conflict of interest (COI) and disclose any relevant information on your presentation slides.