

ARMS14 Guidelines for Oral Presenters

■ Presentation Outline

- **Format:** In-person format only (No virtual format).
 - **Official Language:** English
 - **Presentation Time:** 15 minutes total (12 minutes for presentation, 3 minutes for Q&A / discussion).
 - **Restricted Activities:** Participants are strictly prohibited from capturing screens, recording presentations, or copying any conference materials (such as the Program Book or proceedings) for distribution to others.
- Thank you for your cooperation in maintaining the integrity and security of the conference.

■ What You Should Prepare

1. Presentation Slides:

- File Format: Microsoft PowerPoint (.pptx)
- Aspect Ratio: 16:9 (recommended) or 4:3
- Font Size: 24 points or larger

2. Check-in QR Code:

- Download your check-in QR code / name card from your registration account starting November 16.

3. Digital Proceedings:

- Download the digital proceedings from your account starting November 23.

4. Equipment to Bring:

- Bring your laptop PC with an HDMI port. If your device does not have a standard HDMI port, bring an appropriate HDMI adapter.
- Bring a backup copy of your presentation slides in PDF format on a USB flash drive for unexpected technical troubles.

■ On the Day of Your Presentation

1. Checking-in (First Day Only):

- Check in at the Registration Desk on the 2nd Floor using your QR code. You will receive your name badge holder and the Program Book.

2. 10 Minutes Prior to Your Session (During Coffee Break):

- Arrive at your session room 10 minutes prior to the start of the session.
- Contact staff in the room and test your slides. Our staff will connect your laptop (HDMI port required) to the AV switcher.
- If your laptop is not permitted to connect to external devices, please hand over your USB flash drive with your slides to the desk.
- Presenter View in PowerPoint or Keynote can be used.

3. Session Starts:

- Please take a seat designated as "Next Presenter's Seat" until your slot.

4. Presentation & Timekeeping:

- Move to the podium with your laptop when introduced by the Session Chair.
- Timekeeping signals (Bells):
 - * 1st Bell (10 min): 2 minutes remaining for presentation
 - * 2nd Bell (12 min): End of presentation / Move to Q&A
 - * 3rd Bell (15 min): End of your slot

5. Discussion:

- The Session Chair will open the floor for questions from the audience.

6. End:

- The Session Chair will close your presentation, and you may return to your seat.

■ Important Notice Regarding No-Show

If you are a no-show and do not give a presentation during the session, we cannot issue the Certificate of Attendance to you. Pre-recorded presentation videos are not acceptable.