Guidelines for Poster Presenters

Presentation Outline

1. **Format:**
   In-person Format only. No virtual format.
2. **Official language**
   English
3. **Presentation, Mounting and Removal of Posters time**

	Day	Time
Poster Presentation Date	Day 1 Wednesday, Nov 13	17:00-18:00 for core time 18:00-20:00 for free discussion during the reception
Mounting of Posters	Day 1 Wednesday, Nov 13	9:55-12:50
Removal of Posters	Day 3 Friday, Nov 15	12:10-13:10

4. **Restricted Activities for participants**
   Please note that participants are not permitted to capture any screens, record presentations or copy any conference materials (such as the Book of Program, abstracts, or proceedings) for distribution to others. Thank you for your cooperation in maintaining the integrity and security of the conference.
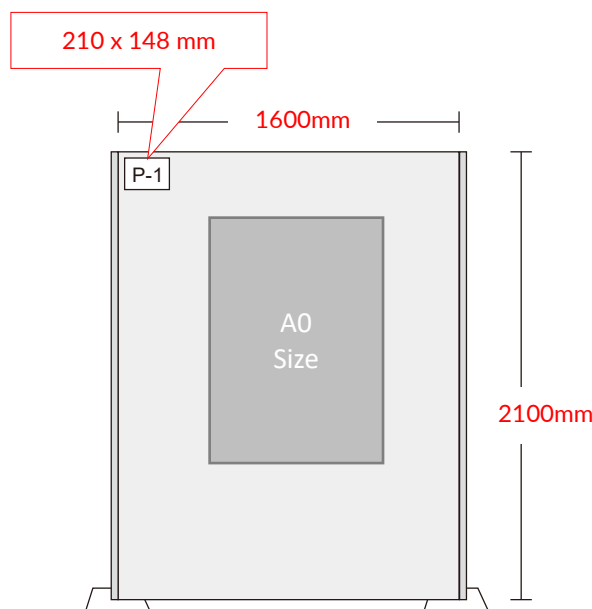
Prior to the conference

Presenter is required to prepare their presentation slides as below:

1. **Format**
   Presenters will be provided a H2100 X W1600 mm poster board and mounting pins. The poster number will be attached by the organizer in the upper left corner of the board.

   The recommended poster size is A0 (841 X 1189 mm).

What you should prepare...

1. **Name badge and QR code for checking-in**
   You will receive your name badge by email and download your QR code to check-in from your account from November 8.
2. **Proceedings**
   Download the digital proceedings from your account around November 8.
3. **Printed Posters**
   The recommended poster size is A0 (841 X 1189 mm).

On the Day

Checking-in (On your first day only)	Check-in the registration desk at the entrance of the venue using QR code and pick up tickets for lunch boxes and dinner (pre-booked only) at the ticket desk next the registration desk.
Mounting and Removal of Posters	The poster session area is next to the registration desk. Presenters are responsible for mounting their posters after 9:55 on Wednesday, Nov 13.
<u>10 minutes</u> prior to your session (during coffee break)	Presenters for poster sessions are requested to present in front of their own poster boards according to the above time.
Session Starts	A chair for the session will give a signal to start the presentation. Please discuss with participants by the end time
After Poster Session	Presenters are required to remove them between 12:10-13:10 on Friday, Nov 15. Any posters left on board after the sessions will be discarded.

In case of no-show

If you are a no-show and don't give a presentation during the session, we cannot issue the Certificate of Presentation to you.