

Morning Session (9:30 -11:30)

Venue Information

Venue: "Conference Room", KMU Tower 3rd Floor,

2-2-3, Kansai Medical University, Shinmachi, Hirakata, Osaka, 573-1191

※Please enter through the front entrance of the Tower Hotel and take the elevator up to the 3rd floor.

Reception: KMU Tower 1st Floor, Kansai Medical University

Name tags will be provided at the reception.

Please wear your name tag at all times within the venue.

Presentation Guidelines

- The presentation language will be English.
- Please prepare slides in English or slides with both Japanese and English.
- Each presentation will be 10 minutes long. Individual Q&A sessions will be held collectively after the first and second halves of presentations.
- Please follow the instructions of the moderator regarding the timing and order of questions.
- Please bring your own laptops and connect them at your own responsibility. An LCD projector will be provided.
- Please bring your own AC adapter and external output conversion cable for your laptop.
- The only presentation software allowed is PowerPoint.
Please note that you might have some troubles during the presentation if you use:
 - Any version other than the Windows version of PowerPoint
 - A Macintosh computer
 - Special effects such as videos
- Save your presentation data on a USB flash drive and bring it with you.
- The PC cable connector provided at the venue is HDMI. Please ensure your laptop is compatible with this connector or bring an appropriate converter.
- If you plan to use videos, please ensure they function properly in advance.
- Wi-Fi will not be available at the venue. Please bring your own personal mobile Wi-Fi router.

To the Moderators

- Please briefly introduce the speaker's name and affiliation, then proceed to the lecture.

PC Data Reception

- There will be no PC reception on the day of the event.
- There may be compatibility issues with the streaming equipment you bring. Therefore, we kindly ask you to upload PowerPoint data that can be played on Windows or PDF files to the cloud, which will be provided later.

Cloakroom Service

- Please note that there will be no cloakroom service available.

Keynote Lecture (13:20 - 15:20) Symposium ① • ② (16:00 - 18:00)

Venue Information

Venue: "Katano Auditorium"

Kansai Medical University, Hirakata Campus, 2-5-1, Shinmachi, Hirakata, Osaka, 573-1010

Reception: Hirakata Campus 1st Fl, Kansai Medical University,

Name tags and participation certificates will be provided at the reception.

Please wear your name tag at all times within the venue.

Presentation Times

Presentation times and Q&A sessions are as follows:

Keynote Lecture: 30 minutes/person (25 minutes presentation / 5 minutes Q&A, no general discussion)

Symposium ①: 10 minutes/person (8 minutes presentation / 2 minutes Q&A, no general discussion)

Symposium ②: 10 minutes/person (8 minutes presentation / 2 minutes Q&A, no general discussion)

Please follow the instructions of the session chairs and moderators for other program proceedings.

Following items are prepared at the venue: A laser pointer, Microphone

Wi-Fi will not be available at the venue. Please bring your own personal mobile Wi-Fi router.

To the Moderators

- Please briefly introduce the speaker's name and affiliation, then proceed to the lecture.
- The management of the session time is entrusted to the session chairs, so please ensure smooth operation by concluding within the scheduled time.

To Presenters Keynote Lecture and Symposium

Keynote Lecture and Symposium

- The keynote speech is 25 minutes long, with a 5-minute discussion. For the symposium, each presentation is 8 minutes long, with a 2-minute discussion. Please adhere to the allotted time.
- The presentation language is English only.
- Please prepare slides in English or slides both in English and Japanese.
- There is no restriction on the number of slides, and videos can be used, but please ensure they fit within the allocated time.
- All presenters are expected to be using a computer and an LCD projector.
- Presentation data should be created in Windows PowerPoint and saved on a USB flash drive.
- The only presentation software allowed is PowerPoint.

Please note that you might have some troubles during the presentation if you use:

Any version other than the Windows version of PowerPoint

A Macintosh computer

Special effects such as videos

- If your presentation links to other data (images, graphs, etc.), please insert them as "pictures" rather than

linking from the original data to avoid troubles.

- Please check that your presentation works on a Windows version of PowerPoint using a different PC from the one you create it.
- When the presenter ahead of you takes the stage, please be seated in the Next Speaker's seat.

Keynote Lecture

- A Windows PC will be prepared at the venue. The presentation data you send will be pre-installed and tested for functionality before the event.

Symposium

- Please bring your own laptops and connect them at your own responsibility. The PC cable connector provided at the venue is HDMI. Ensure your laptop is compatible with this connector or bring an appropriate converter.
- If you wish to use video data, please bring a PC that can operate the presentation data.
- Unlock screensavers, power-saving settings, and passwords in advance.

PC Data Reception

- There will be no PC reception on the day of the event.
- There may be compatibility issues with the streaming equipment you bring. Therefore, we kindly ask you to upload PowerPoint data that can be played on Windows or PDF files to the cloud, which will be provided later.

Cloakroom Service

- Please note that there will be no cloakroom service available.

Equipment Exhibition

- Please deliver and set up in the morning on June 21 (the day of the event).
- The exhibition area will be at the entrance of Katano Auditorium.

Requests and Notices

- Please cooperate with temperature checks and hand disinfection with alcohol before entering the venue.
- No eating or drinking is allowed in the venue (Katano Auditorium).
- Smoking is prohibited throughout the premises.
- Please refrain from coming by car.
- Due to copyright and intellectual property rights, recording, audio recording, and photography of others' presentations are strictly prohibited.
- Please set your mobile phone to silent mode.

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