

## ■ Presentation Style

ICAA18 will be held in a hybrid style. Presenters could decide to join virtually or on-site. The guidelines will differ from the presentation style, please check the instructions and feel free to contact the secretariat if you have any questions or concerns.

## ■ Presentation Time

<b>Plenary Lecture</b>	<b>Presentation 30mins, Questions 10mins</b>
<b>Keynote Speech</b> <b>Invited Speech</b> <b>Oral Presenters</b>	<b>Presentation 15mins, Questions 5mins</b>

## ■ Presentation Data

Please create your presentation data by using the template below:

[https://icaa18.org/uploads/ICAA18\\_ppt\\_template.pptx](https://icaa18.org/uploads/ICAA18_ppt_template.pptx)

## ■ Presentation Date and Time

Please check the program below for your presentation date, time and venue.

The secretariat has sent an acceptance e-mail written with each presentation number.

[https://icaa18.org/uploads/Ataglance\\_presenteation.pdf](https://icaa18.org/uploads/Ataglance_presenteation.pdf)

## CONTACT INFORMATION

Secretariat of ICAA18

sec.icaa18@pcojapan.jp

## Presenting On-site

### ■ Preparing Presentation Data

Please create your presentation with Microsoft PowerPoint.

The following OS and application will be available at the venue.

- \* OS: Windows10
- \* Application: Windows 2020 (2016 and earlier versions can be supported.)

- **If you created the data with Macintosh, please make sure to bring your Mac computer.**
- It is possible to open the data with Windows, but the display may differ from Macintosh.
- Only OS (Windows 10) standard fonts will be provided
- We recommend 16:9 for the presentation data.

### ■ Submitting Presentation Data

You could choose either way to submit your presentation data.

- ① Submit your presentation data in the drop box below in advance

<https://www.dropbox.com/request/GWMAR0Zlh7jNhobZQ4r9>

- **Submission Deadline: 31<sup>st</sup> August**
- File Name: Presentation number and full name.  
e.g., 01-1-1 Taro Yamada.pptx
- **Please come to the PC Preview Desk 30 minutes before your session to check your final data.**

- ② Bring a USB flash drive with your presentation data to the PC Preview Desk.

Please hand in your data at least **30 minutes before your session.**

### ■ When Presenting

- Please be seated in the next presenter's seat at least **15 minutes** before your presentation.  
\*Front row on the left side facing the stage
- Please operate your own slides and make your presentation at the podium.  
A monitor, mouse, and keyboard will be provided on the podium.
- If you will be using videos or audio, please be sure to inform us at the reception.
- If you have reference files such as videos, please put all the data in the same folder.
- If you have videos or graphs or still images that are linked or pasted, please be sure to bring your own computer.

## Presenting Virtually

### ■ Presentation Platform

- The online presentation will be using Zoom meetings. We will send you the link for the Zoom meeting by email one week before the conference.
  - Click here for Zoom instruction: <https://icaa18.org/uploads/ZoomGuidelines.pdf>
  - Please make sure to update your Zoom application to the latest version.
  - Please enter Zoom through the link at least **10 minutes before your session** and keep the camera off and muted. After entering, please change the display name to "Presentation Number\_Name@Affiliation" e.g., O1-1-1\_Taro TOYAMA@Toyama Univ.
  - When it is your turn, the chairperson will introduce you. Please turn on your camera and microphone and use the "screen sharing function" of Zoom.
  - Questions and comments from participants will be accepted from on-site as well as online participants. The chairperson will nominate a questioner during the discussion time, and the speaker needs to respond.
- ※ If you are concerned about the networking environment, please consult with the secretariat to send a video of your presentation in advance. The presentation video will be played at the same time as your presentation time.
- ※ Even if you submit a video of your presentation in advance, you will be asked to give your presentation live if the networking environment becomes stable.
- ※ We will not be able to provide any assistance for problems with your PC operation, Internet connection, videos, or audio at the conference. Please solve the problems yourself.