

Manual for Speakers 202605 Ver.

【Target Participants: Speakers】

This manual describes the format and facilities of the conference. Additionally, please be sure to read the “Guidelines of JSEE International Session” which describes basic matters regardless of these conditions.

1. Presentation Method

1.1 Oral presentations: Venue

- 1) Data for presentation: pptx, ppt, pdf files
- 2) Uploadable data size: 10 MB or less
- 3) Slide size: 4:3 recommended
- 4) Data submission: August 20 (Thu.) to 28 (Fri.), 12:00 noon at the abstract submission site.
- 5) **Specifications for computers and other equipment provided by the organizers:**
OS: Windows 11 Pro, Application: PowerPoint, Microsoft Office 2024

1.2 Poster Presentations: Venue

- 1) Poster display: To be completed between 13 and 14 on September 3.
- 2) Board size: **2100 mm (H) × 900 mm (W)**
- 3) Proceeding: After the opening remarks by the chairperson at 14:45, each presentation will start at 14:50.
- 4) Poster Session Registration: To be determined at a later date. (Receive a Poster No. tag and submit a poster copy)

1.3 Recorded Presentations: Conference website

- 1) Data for recorded presentations: Each video should be no longer than 12 minutes. mp4, mov, wmv, avi files.
- 2) Uploadable data size: 1 GB or less
- 3) Submission: August 4 (Tue.) to August 19 (Wed.). URL will be provided to eligible participants.
- 4) Recording open and text Q&A period: August 26 (Wed.) - September 11 (Fri.)
Speakers are requested to promptly answer any questions via text.
- 5) There will be no facilities to view the recorded presentations at the venue.

2. Contact information in case of absence or lateness

JSEE secretariat: Tel: +81-(0)-3-5442-1021

Venue headquarters: Tel: +81-(0)-58-293-2365 (only during the exhibition period)