Information for Chairpersons and Speakers

For Chairs

- Please be seated at the next chairperson's seat 15 min. prior to the beginning of your session.
- Please be punctual and carefully follow the allotted time limits.

For Presenters

1. Presentation Time

[Plenary Lectures / Special Lecture / Symposia / Workshop 6] at the direction of organisers

[Workshop 1~5] Presentation time: 15 min. including 3 min. Q&A

[Oral Session] Presentation time: 12 min. including 3 min. Q&A

* Please be seated at the next presenter's seat prior to the beginning of your presentation.

* A yellow light will come on 3 minutes before the end of your presentation, and a red light will come on if you exceed the allotted time. For general presentations (oral presentations), a yellow light will come on 1 minute before the end of your presentation, and a red light will come on if you exceed the allotted time.

* Please adhere strictly to the allotted presentation time.

* The presentation time is subject to change.

2. Presentation Language

[English] Plenary Lecture 1・2, Special Lecture, Symposium 1〜9, Workshop 1〜6

[Japanese] Symposium Organized by the Vaccine Committee, Luncheon Seminar 1〜4・6

[English/Japanese] Luncheon Seminar 5, Oral Session, Poster

3. Pre-submission of Slides

To reduce congestion at the PC reception desk on the day of the meeting and ensure smooth operation, we kindly ask oral presenters to upload their presentation files in advance via Confit.

- Pre-submission period: October 1 (Thu.), 2026, 10:00 AM – October 16 (Fri.), 2026, 5:00 PM (JST)
- Presenters scheduled for the morning sessions on November 2 are particularly encouraged to submit their presentation files in advance.
- Presenters who have submitted their presentation slides in advance do not need to visit the PC registration desk unless they wish to check how their slides appear on-site and wish to check for issues such as garbled text or image resolution.

4. PC Preview / Presentation Data

- Please visit the PC desk at least 30 min. prior to the presentation time. Those who pre-submit the data online do not need to check in (unless you prefer to check the data appearance onsite). The PC desk will receive the slide data.

*Please bring the slide data on a USB memory stick.

*If you are bringing your own PC, please bring it to the PC desk. If your laptop or tablet does not have an HDMI or D-sub port, please ensure you bring an external output connector that converts to HDMI or D-sub15-pin. Please note that connections other than HDMI or D-sub15-pin are not possible.

【PC Center】

Date	Time	Place
November 2 (Mon)	8 : 30〜16 : 30	2F　Lobby
November 3 (Tue)	8 : 30〜16 : 30	
November 4 (Wed)	8 : 30〜16 : 30	

【Notes】

- Slide size: Please use 16:9 format
- Resolution: Full-HD（1920×1080）
- OS: Windows 11, macOS Sonoma 14.5 or later
- Application: Windows version PowerPoint Office365 (compatible with 2013, 2019, 2024)
  Macintosh version PowerPoint Office365 (compatible with 2013, 2019, 2024)
- Font: OS (Windows11, macOS) standard

*Please note that if you use a font other than those listed above, the text may not display correctly.

- The presenter tools cannot be used.
- If you have any reference files, such as videos, please place all the data in the same folder.

*Notes on video files

MP4 (H.264) format, WMV format is recommended.From Office 2010 onwards, there is a feature that allows you to embed video files into PowerPoint files; however, as issues with data links may arise, please bring the video file itself and your computer with you, just in case.

- Please ensure that the prepared slides work correctly on a different computer.
- During your presentation, please use the mouse and buttons on the lectern. The monitor on the lectern will display the same slides as the screen.
- All the copied data will be deleted by organizers appropriately after the congress ended.

【Notes for whom bringing own computer】

- Presenters in general oral sessions may not use their own computers, except when their presentations include video content.
- Once your data has been checked at the PC desk, please hand your laptop to the projection staff in the lecture theatre at least 20 minutes before your scheduled presentation time. The staff will connect the cables and check the external output.
- As the method for configuring screensavers and power-saving settings varies depending on the individual computer and operating system, please check these settings in advance. Please also ensure that these settings are disabled beforehand (including hot corners on Macintosh computers). Please close any applications that are not relevant to your presentation.
- If you have set a password or similar at start-up, please remove it.
- Please ensure you bring your AC adaptor.
- During your presentation, please use the mouse and buttons on the lectern to control the presentation. If you are using the presenter's tools, your own computer will be set up on the lectern, so please operate it yourself.
- Please ensure you have a backup of your data.
- Please collect your laptop as soon as possible after the presentation has finished.

6. Disclosure of Conflict of Interest (COI)

- COI disclosure is required at both oral and poster presentations.
- Please report any conflict of interest (COI) in your presentation data.

Request to Poster Presenters

1. Discussion time / Place

● Discussion time: 120 min.

Date	Installation	Poster Viewing	Poster Discussion Mixer time	Removal	Place
November 2 (Mon)	9:00~11:00	11:00~17:05	(Odd Numbers) 17:05~19:05	—	Poster Room 2F Convention Hall
November 3 (Tue)	—	9:00~17:20	(Even Numbers) 17:20~19:30	—	
November 4 (Wed)	—	9:00~14:00	—	14:00~15:00	

● All the posters will be displayed during the conference.

● Presenters are requested to come to the front of their poster before the Discussion time, and please start on time.

● Posters which are not removed by the end of the removal time will be removed and disposed by the Secretariat.

2. Presentation Language

English/Japanese

3. Poster Format

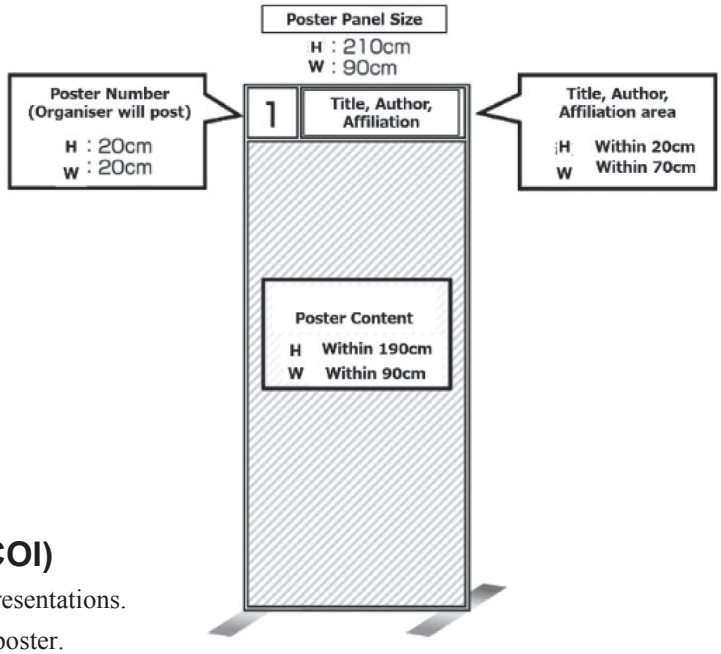
● Poster panel size: H 210cm×W 90cm

● Title, Author name, affiliation: H 20cm×W 70cm

● Poster（Content）: H 190cm×W 90cm

*Presentation numbers will be provided by the secretariat and affixed to the panels in advance.

*Please use pins or thumbtacks to attach your poster. Thumbtacks will be provided by the secretariat. Tape and glue must not be used.



4. Disclosure of Conflict of Interest (COI)

● COI disclosure is required at both oral and poster presentations.

● Please report any conflict of interest (COI) in your poster.