

Guidelines for Poster Presenters

Presentation Outline

- 1. Format:**
In-person Format only. No virtual format.
- 2. Official language**
English
- 3. Venue:**
FIT Arena (the same site as the registration desk)
- 4. Presentation, Mounting and Removal of Posters time**

	Poster Set-up	Presentation	Poster Removal
Dialogue Session 1	Nov. 27 (Wed.) 12:30-12:45	Nov. 27 (Wed.) 13:00-14:00	Nov. 27 (Wed.) 14:00-14:15
Dialogue Session 2	Nov. 28 (Thu.) 11:30-11:45	Nov. 28 (Thu.) 12:00-13:00	Nov. 28 (Thu.) 14:00-14:15
Dialogue Session 3	Nov. 28 (Thu.) 11:30-11:45	Nov. 28 (Thu.) 13:00-14:00	Nov. 28 (Thu.) 14:00-14:15
Dialogue Session 4	Nov. 29 (Fri.) 11:30-11:45	Nov. 29 (Fri.) 12:00-13:00	Nov. 29 (Fri.) 13:00-13:15

5. Restricted Activities for participants

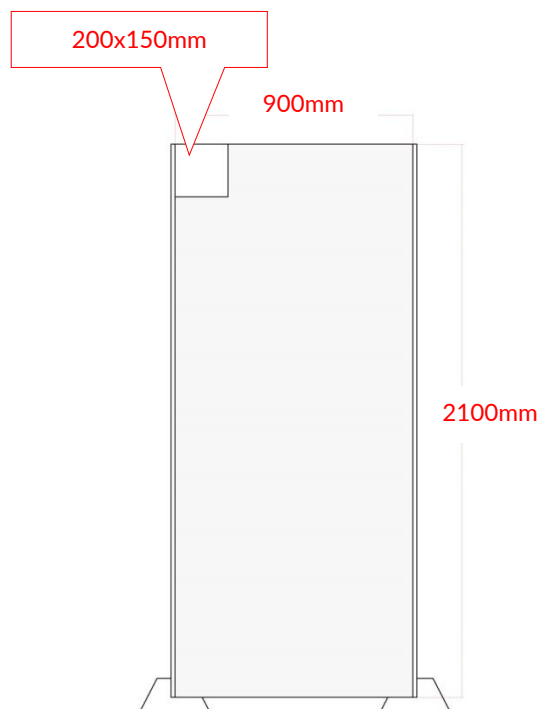
Please note that participants are not permitted to capture any screens, record presentations or copy any conference materials (such as the Book of Program, abstracts, or proceedings) for distribution to others. Thank you for your cooperation in maintaining the integrity and security of the conference.

6. Poster Board

Presenters will be provided a H2100 X W900 mm poster board and mounting tape. 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).

The board can be used tape to mount your poster. We will prepare it for you near the board.



Prior to the conference

Presenter is required to prepare their presentation poster as below:

1. Format

- The header on the poster should contain the title, author name(s), and affiliation(s). The title should be

composed of CAPITAL letters at least one inch high.

- Use the minimum amount of text possible. Only use what is necessary to make your point.
- Be concise, but answer the basic questions (What, When, Where, How, Why) using the standard format.
- Introduction (background, statement of problem, purpose/objectives), Methods (experimental design, techniques), Results (data summary, findings), Conclusions (interpretations, implications), Organize the material to tell a logical, coherent story.
- Use large, BOLD lettering for readability. Use fonts that are easy to read (i.e., avoid fancy fonts).
- All text should be easily read from a 2-meter (+) distance.
- Use borders or white space to separate sections.
- Avoid large, continuous blocks of text.
- Use figures (graphs, charts and illustrations) (with captions) as much as possible, making sure that they are legible.
- Avoid use of photographs as backgrounds that are extremely complex and make text difficult to read; if you choose this title, make your background photograph semitransparent.
- The use of color will enhance poster readability (i.e., for contrast and to highlight important points) and attractiveness. Use muted colors that blend well and do not overpower text or graphics. Aesthetics are an important part of preparing a poster that will attract attention.
- Summarize results/findings. Bullets work well to summarize key points or contributions of the study.
- Keep your poster simple and provide a clear “take-home” message; you can provide details in discussions or during the conference proceedings.

What you should prepare...

1. Name badge and QR code for checking-in

We will send your name badge in PDF by email and find your QR code from your account around November 20. Please bring them with you to the conference.

2. Proceedings

Download the digital proceedings from your account around **November 20**.

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 FIT Arena using QR code.
Mounting Posters	Presenters are responsible for mounting their posters according to the time schedule as above.
	Presenters for poster sessions are requested to present in front of their own poster boards according to the above time.
Session Starts	A chair will ask you to start the presentation, and then discuss with participants by the end time.
After Poster Session	Presenters are required to remove them just after the session. 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. A pre-recorded presentation video cannot be acceptable.