

Guideline for Oral Presentation

→ [Click Here to Check Your Presentation Schedule](#)

Preparing for Presentation

■ Scientific Session Schedule

| Session Name | Place | Date | Time |
|----------------------|-------------------|------------------|-------------|
| Scientific Session 1 | Room 2 (Capri) | November 16(Thu) | 09:00-10:40 |
| Scientific Session 2 | | | 13:50-15:30 |
| Scientific Session 3 | | November 17(Fri) | 09:00-10:40 |
| Scientific Session 4 | | | 13:50-15:30 |

■ Presenting Time

Please keep to your allotted presentation time (8-minute presentation + 2-minute Q&A). Exceeding the time limit could disrupt other presenters. Ensure that your presentation, including Q&A, fits within the given time frame.

■ Presentation File (MS Power Point Slides)

- Presentations should be in English.
- You can use the Speaker Notes in MS PowerPoint. (During your presentation, the speaker notes for each slide will be visible on your monitor but not to the audience.)
- Presenters should prepare their slides in Microsoft 365 (office 2010, 2013, or 2016) format.
- Use standard fonts provided by MS Office. If using non-standard fonts, please include the font file with the presentation.
- Bring your presentation file on a USB flash drive and ensure it works properly. If animations or video clips are included, bring the original files on the USB flash drive.
- The venue's screen and projector are optimized for 16:9 ratio slides.

Before Presentation – Visit Preview Room

Please visit the Preview Room at least 1 hour before your session starts to upload and verify that your presentation file works well on our AV system.

■ Preview Room

- Place: Venice, 2nd floor, Paradise Busan Hotel
- Operating Hours:
 Nov. 16 (Thu) 08:00-17:30
 Nov. 17 (Fri) 07:00-18:30

Onsite AV System Description for Oral Presentation

To prevent technical issues during the presentation, all presenters must use the venue's facilities. Using personal laptops, particularly Apple laptops, is not permitted. Each session room will be equipped with:

- A laptop with USB ports
- A keyboard, microphone, mouse, and a timer displayed on the monitor.
- A beam projector and a 200-inch main screen with a 16:9 aspect ratio

Guideline for **Poster** Presentation

→ [Click Here to Check Your Presentation Schedule](#)

Poster Exhibition & Presentation Overview

| Category | Poster Session 1 | Poster Session 2 |
|---------------------|------------------------------|------------------------------|
| Poster Exhibition | November 16(Thu) 09:00-16:30 | November 17(Fri) 08:00-17:30 |
| Poster Mounting | November 16(Thu) 08:00-09:00 | November 16(Thu) 17:00-18:00 |
| Poster Presentation | November 16(Thu) 13:00-13:50 | November 17(Fri) 13:00-13:50 |
| Poster Demounting | November 16(Thu) 16:30-17:00 | November 17(Fri) 17:30-18:00 |

■ Place: Sydney, 2nd floor, Paradise Busan Hotel

The poster session will take place in the Sydney Room on the 2nd floor of the Paradise Busan Hotel. Specific details about the placement of your poster will be provided onsite.

■ Onsite Guideline for your poster

- The final presentation number will be on the upper side of the poster board.
- Find your designated mounting spot based on the final presentation number.
- Materials for mounting the posters (pins and tape) will be provided by the secretariat.
- Presenting authors should mount posters on their designated board during the assigned time. Failure to do so will be considered a no-show.
- All posters must remain on display according to the schedule.
- Presenting authors are responsible for mounting and demounting poster according to the exhibition schedule.
- Note that any posters left after the exhibition schedule ends will be discarded by the secretariat. If you wish to keep your poster back, please make sure to remove it yourself in accordance with the demounting schedule.

Poster Presentation

For the displayed posters, each presenting author will have the opportunity for a brief introduction and Q&A time about their abstract. Please adhere to the following guidelines:

- Be present at your poster board at the designated time for your presentation. Arrive at your poster board 10 minutes before your session begins.
- **Make sure that your presentation does not exceed 5 minutes, including the Q&A.**
- Conduct your presentation and Q&A in English.
- A moderator will introduce you when it is your turn.

Preparing Your Poster

Dimensions and Format

- Design your poster vertically to fit the display area of the poster board (1,000 mm wide, 2,000 mm high).
Actual space (Poster Area) is 900 mm wide, 1,500 mm high.
- Include abstract title, author names, affiliation, and country centered at the top in large letters of the poster.
- Recommended font size: 18 to 20, readable from 2 meters away.
- Make your poster with your assigned final presentation number printed in the upper left corner of the poster so that we can verify that your poster is in the correct location.

