

GENERAL INFORMATION

Hours of Operation

	April 10 (Fri)	April 11 (Sat)
Registration Desk (2nd Floor)	08:00–18:00	07:50–15:00
Speaker Preview Desk (2nd Floor)	07:50–18:00	07:50–15:00

Presentation Guideline

Presentation Format

- Oral presentations must be delivered using PC-based slides.
- Please prepare your presentation using Microsoft PowerPoint.
- If you are using a Windows PC, please bring your data on a USB flash drive.
- If your presentation includes video content or you are using a Macintosh, please bring your own laptop.
- The Presenter View feature cannot be used.

Notes on Bringing Presentation Media

- * Please bring your presentation data on a USB flash drive.
- * The conference PCs will be equipped with Windows 11 and Microsoft PowerPoint (Office 365 version).
- * Use only standard system fonts (e.g., Arial, Times New Roman) to avoid display issues.
- * If your presentation includes linked files (e.g., images, graphs), be sure to save all linked files in the same folder as your presentation. Please verify that your presentation works properly on a computer other than the one used to create it.
- * During your presentation, you will operate the slides yourself using a mouse connected to the podium monitor.
- * All presentation data submitted to the PC Preview Desk will be securely deleted after the conference.

Notes for Presenters Using Their Own Laptop

- * Please ensure that your laptop has a working HDMI output. If your device uses a different type of output port, you must bring your own conversion adapter (e.g., USB-C to HDMI).
- * Don't forget to bring your AC power adapter.
- * Please note that we cannot guarantee proper operation for iPads, Surface devices, or other tablet PCs.
- * As a precaution, please bring a backup copy of your presentation on a USB flash drive.
- * After confirming that your laptop functions properly, please submit it to the PC operator (next to the Next Speaker's Seat) at least 15 minutes before your session.
- * During your presentation, you will operate your slides using a mouse connected to the podium monitor.
- * To ensure smooth session flow, the Presenter View feature in PowerPoint cannot be used.
- * After your presentation, please promptly retrieve your laptop from the PC operator's desk in the session room.