



The APASL Oncology 2024 Chiba

Information for Speakers of Plenary Session

- Please complete your registration of presentation data at the Data Pre-View Desk until 30 min. before your presentation time.
- The open hours of Data Pre-View Desk are as follows.

September 24 (Tuesday) 8:00-18:00	September 25 (Wednesday) 7:00-16:00
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- Please be seated at the “next speaker’s seat” at least 10 minutes before your presentation. The seat will be located forward near the podium.
- The slides which you have submitted in advance for the presentation are prepared on the computer of the podium.
- **The Presentation Time of Plenary Session (Oral Free Papers) is 10minutes (7 minutes presentation, 3 minutes discussion).**
- After presentation, the discussion time (a question-and-answer session) will be held according to the moderator’s instructions.
- The PC will set at the podium is OS: Windows 10 (PowerPoint: 2013, 2021) with DVD Super Multi Drive function.
- Please bring your data by USB memory stick, CDR, or DVDR (Disk at Once).
- To avoid garbled characters, please use standard font which is originally installed by OS.
- Please put your name on your data file.
- If you bring your movies by data file, please prepare the file which can be played by standard Windows Media Player.
- Backup data by another media should be kept by presenter.
- The projector’s screen resolution is set at 16:9 FULL HD. Please make your PPT data the necessary preparation if needed (4:3 XGA is also projectable with a size smaller, black flamed on both left and right sides).
- Please operate your PPT data by yourself at the podium.

<Disclosure of COI>

Regarding the disclosure of conflicts of interest on the second slide, please include one of the slides such as follows.



<If you bring your own PC>

- Please make sure that your PC has HDMI terminal for monitor output. (Some compact PC needs another connector. In case of that, please carry your own connector.)
- Macintosh and Key Note are acceptable only if you will bring your own PC (Please carry your own connector).
- Please bring battery adapter to avoid battery off. Because sometimes screen saver or power saving system could be a reason of battery off, please set your PC appropriately.

If you have any questions, please contact the secretariat below.

We would like to thank you all for your cooperation.

Contact: APASL Oncology 2024 Chiba Congress Secretariat

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