

Instructions for presentation of poster session

1. Structure of the sessions

- Poster sessions are held in two ways: on-site and on website (E-poster).
- The author needs to prepare for both the on-site and the E-poster.
- The E-posters are open for the symposium participants on the website.
- The session programme will be announced at a later date.

	On-site	E-poster
Material	One poster (A0 format (841mm wide x 1189mm high))	mp4 video file with narration on PowerPoint 3 or 4 slides
Presentation time	90 minutes (1session)	Within 3 minutes
Q&A	The author will wait in front of the poster during the session and have a Q&A with the participants.	The author answers the question from participants posted in the website's bulletin board until one month after end of the symposium.

2. Creating materials

(1) Poster

- You create a poster file using the template (Poster_Template_A0.pptx) and print it on A0 format paper. Please bring the printed poster to the venue.

(2) E-poster (mp4 video WITH VOICE-OVER)

- You create a mp4 video using the template (Poster_Session_Presentation_Template.pptx) by reconstructing A0 format into 3 or 4 slides.

3. Submission of materials

(1) Poster

- You need to put a poster on the partition of the venue (Room E) before the session starts.

(2) E-poster

- You need to upload the mp4 video to Box (cloud storage) by March 18th.
- You need to name the mp4 video according to the following rules:
Paper Number (e.g.C000XXX) _poster.mp4
- The mp4 video must not exceed 45MB



- The URL link for Box will be sent to you by Notification of final acceptance email on February 21th.
- If you cannot access Box due to security reason, please contact us at the email address below.

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Reference

One of ways to create E-poster(mp4 video WITH VOICE-OVER)

Step1: You use the template (Poster_Session_Presentation_Template.pptx) to create Power Point presentation. You create the file by reconstructing A0 format slides into 3 or 4 slides.

Step2: You record the narration in the above file using the PowerPoint slide show recording function.*1

Step3: You create a mp4 video using the PowerPoint export video creation function.

You should set the video presentation quality to Internet quality (1280 x 720).*2

•*1 Record a slide show with narration and slide timings:

<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

•*2 Turn your presentation into a video:

<https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>