

Guidelines for the 34th annual conference of JSMCWM

Participant guidelines

The conference will be held onsite and will be streamed via Zoom. Please read the following guidelines carefully.

- Oral presenters will be asked to submit your presentation slides **in advance** and check their Zoom operation on September 6th (Wed.). Detail information is shown in the next page.
- Please cooperate in submitting your presentation file in advance. Thank you.

1. Onsite participation

- ❖ The online room (ZoomURL) is provided only to conference participants. Telling the URL information to others by e-mail or SNS etc. are strictly prohibited.
- ❖ Recording, photography, screenshots, etc. of the presentation are prohibited.
- ❖ Poster presentations will be held on-site only.
- ❖ Please see the conference website for the status of troubleshooting on the day.
<https://jsmcwm.or.jp/taikai2023/> (Sorry, in Japanese)

2. Online participation

- ❖ The online room (ZoomURL) is provided only to conference participants. Telling the URL information to others by e-mail or SNS etc. are strictly prohibited.
- ❖ Recording, photography, screenshots, etc. of the presentation are prohibited.
- ❖ Audio may be interrupted, but JSMCWM is not responsible unless the server is down.
- ❖ Please change your name on Zoom to "Name (Affiliation)". Ex) Haikibutu Taro (Circular Univ.)
- ❖ Please turn off the microphone and camera after participating in the Zoom room.
- ❖ Please do not use chats unnecessary.
- ❖ Please leave the Zoom room after the session is over. You are free to leave or enter the room at any time.
- ❖ Poster presentations will be held on-site only.
- ❖ Please see the conference website for the status of troubleshooting on the day.
<https://jsmcwm.or.jp/taikai2023/>

Presentation Guideline

1. Oral presentation

- ❖ For smooth session management, oral presenters should submit your presentation files in advance.

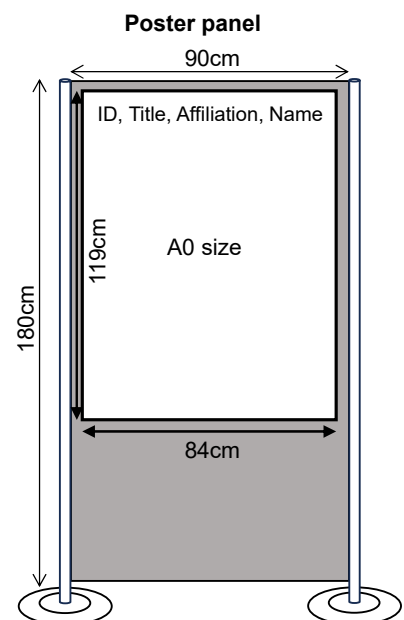
Pre-submission of presentation files and confirmation of Zoom operation

- Please access the Zoom URL announced in the email from the JSMCWM office sent in late August and follow the instructions of the person in charge to accept your file. Confirm that your file work appropriately.
- Pre-submission is open at 9:00-12:00 and 13:00-17:00 (JST) on September 6th (Wed).
- File submission and checking may not be accepted at the venue.
- The file format should be .pptx (which works with Microsoft Office 2019) or .pdf.
- Please name the file "Presentation Number_Your Name (Affiliation)".
e.g., A1-1-O_YOURNAME (XYZ University)
- Please submit your file using Zoom chat box. The staff will direct you.
- If you are unable to submit the file during the period, please submit the file as an email attachment to <2023osaka.conf@gmail.com> by 17:00 (JST) on September 8th (Fri.).

- ❖ Each presentation time is 15 minutes. (Presentation 10 min. + Q&A 4 min. + substitution 1 min.)
- ❖ Screen sharing on Zoom in PC in the on-site room will be done by the staff. Then you operate the PC by yourself.
- ❖ For smooth session management, please come to the Room at the start time of your session. The chairperson will confirm your attendance 5 minutes before the session. The presentation will be canceled if you are not at the scheduled time.
- ❖ Even if there is a cancellation, the subsequent presentations will be held as scheduled.
- ❖ Recording, photography, screenshots, etc. of the presentation are prohibited.
- ❖ Student award selection is conducted. Oral presentations by students will be evaluated by the committee based on "Contents of the study", "Presentation clarity", and "Discussion during Q&A time." The list of awardees will be posted on the JSMCWM website in late September.

2. Poster presentation

- ❖ Session time:
Poster 1 Sept. 11th (Mon) 17:00-18:15, Poster 2 Sept.12th (Tue.)13:30-14:45
- ❖ Poster session is held on 2nd – 4th floor in Bld No.3.
English posters are concentrated on the 2nd floor (2A & 2B area).
Please confirm the area on the map in the next page.
- ❖ Size of the poster should be A0 size (84cm wide X 119 cm high).
The poster panel size is 90 cm X 180 cm.
- ❖ Allocate the upper part of the panel (about 10cm high) for the presentation number, title, authors and institution written in large font size.
- ❖ You may bring in the sample of the experiment. However, things which are bulky, require power sources, or intended for commercial purposes are not accepted.
- ❖ You can put up your poster from 9:00 on Monday, Sept.11th.
- ❖ Take a thumbtack from the desk in the session area and put up your poster on your own panel.
- ❖ Presenters should wear a ribbon during their presentations time.
- ❖ Posters must be removed by 9:15 on Wednesday, Sept.13th.
Remaining posters are disposed of without permission.
- ❖ Excellent poster awards will be selected by the international committee of JSMCWM.
Posters that are not displayed during the poster session (on both days) will not be eligible.
The list of excellent poster award winners will be posted on the JSMCWM website.



Contact Information

JSMCWM Executive Committee, Satoshi MIZUTANI

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Map for Poster presentation (Bld. No.3) [English posters area: 2A & 2B]

