

Guidelines for the 35th annual conference of JSMCWM

Participant guidelines

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

- All oral presenters are asked to upload their presentation slides to the conference registration platform **in advance by September 2nd (Mon)**. Detail information is shown in the next page. Thank you very much for your cooperation.

1. Onsite participation

- ❖ 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/taikai2024/> (only in Japanese)

2. Online participation

- ❖ Oral presentations will be streamed via Zoom (poster presentations will NOT be streamed online).
- ❖ The online room (ZoomURL) is provided only to conference participants. Sharing the Zoom 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.
- ❖ Please see the conference website for the status of troubleshooting on the day.
<https://jsmcwm.or.jp/taikai2024/> (only in Japanese)

Presentation Guideline

1. Oral presentation

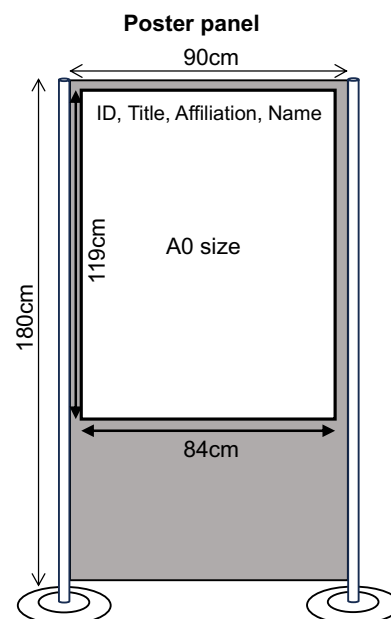
Upload of presentation slides

- All oral presenters are asked to upload their presentation slides to the conference registration platform in advance **by 5 p.m., September 2nd (Mon)**.
- For uploading your presentation slides, log-in to your Confit account at <https://jsmcwm.confitatlas.jp/en> using the e-mail address and the password you registered for the manuscript submission and the conference registration. Then go to the submission details page of your presentation and upload your presentation slides.
- The file format should be Microsoft PowerPoint presentation (pptx, which works with Microsoft PowerPoint 2019 or later version) or PDF.
- Please name your file "Presentation-number_Your Name (Affiliation)".
e.g., A1-1-O_YOURNAME (XYZ University)
- If your presentation slides will not be uploaded by the deadline, your presentation may be cancelled. Please note that we will not be able to accept your presentation slides onsite.
- If you have any trouble with uploading your presentation slides, please contact the organizing committee at jsmcwm2024.tsukuba@gmail.com.

- ❖ Each presentation time is 15 minutes (10 min. presentation + 5 min. Q&A).
- ❖ The language for your presentation should be English or Japanese.
- ❖ For smooth session management, please come to the room before the starting 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

- ❖ Poster session time will be held on Sept. 9th (Mon) 5:00-6:15 p.m. (P1) and Sept.10th (Tue) 1:30-2:45 p.m. (P2).
- ❖ Poster session is held at Multi-purpose Hall on the first floor.
- ❖ 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 in large font.
- ❖ 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 a.m. on Sept. 9th (Mon).
- ❖ Use pushpins provided at the hall entrance to hang your poster on the panel.
- ❖ Presenters should wear a ribbon (provided at the hall entrance) during their presentations time.
- ❖ Posters **must be removed by 3 p.m. on Sept. 10th (Tue)**. Remaining posters will be disposed of without permission.
- ❖ Excellent poster awards will be selected by the international committee of JSMCWM. Posters that are displayed throughout the poster session (on both days) will be considered. The list of excellent poster award winners will be posted on the JSMCWM website.



Contact Information

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