19th KUMAMOTO AIDS Seminar - Presentation Guidelines

1. Oral presentation (in English)

●Time & Date:

Please check the program to confirm your scheduled presentation day and time.

>> Details here

●Presentation Time

30 minutes (25-minute Presentation, 5-minute Q&A)

25 minutes (20-minute Presentation, 5-minute Q&A)

20 minutes (15-minute Presentation, 5-minute Q&A)

15 minutes (10-minute Presentation, 5-minute Q&A)

10 minutes (7-minute Presentation, 3-minute Q&A)

*The time limits for presentation, including the time for Q&A, should be strictly followed.

When your turn comes next, please wait on the seat labeled 'Next Presenter'.

●Presentation Slides

・ All slides should be prepared in Power Point with Windows or Mac OS.

・ No unique or machine-dependent fonts can be used.

・ File name should be "Presenter's name.ppt" (e.g. KumamotoTaro.ppt).

 * Presenters are requested to use a laptop PC that has been set up by seminar staffs. Speakers are requested not to use their own laptops at the podium.

 * The presentation file should be submitted via e-mail to the Seminar Office: cark@* (*=kumamoto-u.ac.jp) by November 2nd, or stored in a USB flash drive and handed to seminar staff at the "PC Registration Desk" on the first day of the seminar (November 6th).   In the latter case, please inform us via email which OS (either Windows or Mac) and what version of Power Point you are going to use by November 2nd.

 * We will return your USB flash drive on the same day and ensure that your file saved on our PC is deleted at the end of the session.

2.Poster Session

●Poster Number

 Please check your poster number.   >> Details here

●Time & Date

★**Poster Session (with light meal) : November 6th,Tue   13:10-15:00**

- **Place:** 9F Meeting Room, Kumamoto Kenmin Koryu Kaikan Parea
- **Set up:** November 6th (Tue), 10:30–11:20

- **Display:** November 6th (Tue), 11:30–November 7th (Wed) ,12:00 (tentative)
- **Session Hours (for discussion):** for those not making an oral presentation
  - 13:10 – 13:40: Common viewing session
  - 13:40 – 14:20: Odd number posters
  - 14:20 – 15:00: Even number posters
- **Removal:** Please remove your poster by 11:10 on November 7 (WED). (tentative)
- **Poster board size:**

    210 cm height × 90 cm width   >> Details here

* The seminar staff will keep your removed poster at the registration desk.

  Please pick up your poster before you leave.

3.Best Poster Award

●**Eligibility**

All poster presenters selected by the reviewers.

●**Voting**

PI and other researchers, postdoc, research specialist and graduate students will have

a vote for the Best Paper Award

●**Voting Time:**

November 6th, 13:10-15:00

●**Award Ceremony**:

November 6th, at the reception venue