

ISCORD 2026 Oral Presentation Guidelines

To ensure a smooth presentation experience at ISCORD 2026, all oral presenters are kindly requested to review the following guidelines carefully when preparing their presentation materials.

1. Presentation Format

- Each presentation slot includes 15 minutes for the presentation, followed by 4 minutes for questions and discussion, with 1 minute allotted for speaker changeover.
- For your reference, the first bell will ring at 13 minutes (2 minutes before the end of the presentation), the second bell at 15 minutes (end of the presentation), and the third bell at 19 minutes (end of the discussion period).

2. Presentation Materials

(1) Slide Preparation

- A 16:9 slide format is recommended.

(2) Computer Use

- Generally, presenters are kindly requested to use the computer provided in the presentation room.
- If you wish to use your own computer, please connect it using the HDMI cable provided with the projector. To help avoid technical issues during speaker changeover, please disable automatic functions such as sleep mode, screen savers, and virus scans in advance.
- If your computer does not have an HDMI port, please bring an appropriate adapter. We also recommend preparing a PDF version of your presentation as a backup in case of connection difficulties.
- Apple (Mac) computers will not be provided at the venue. If you intend to present using a Mac, please bring your own device together with a compatible HDMI adapter.

(3) Data Transfer Media

- USB flash drives are supported. Please ensure that your USB drive has been scanned for viruses before bringing it to the venue.

(4) Uploading Presentation Files

- Please come to the presentation room and upload your presentation files at least 10 to 15 minutes before the start of your session.
- Please transfer your presentation files to the podium computer during a break period. Staff members will be available to assist you if needed.
- Please include the presenter's name in the file name.
- After transferring your file, please confirm that it opens and displays correctly on the presentation computer.
- All uploaded files will be deleted by the secretariat after the symposium concludes.

(5) Presentation Operation

- Presenters are asked to operate the presentation computer themselves during their presentation.

3. Venue Equipment Specifications

Equipment

- Lenovo ThinkPad T14 Gen 3
- Processor: Intel Core™ i7-1260P
- Memory: 32 GB

Operating System

- Windows 11 Pro (64-bit)

Available Presentation Software

- Microsoft PowerPoint for Microsoft 365
- Adobe Acrobat Reader DC
- Windows Media Player

Recommended Fonts

- To ensure compatibility, we recommend using standard Microsoft Windows fonts whenever possible.