

# Instruction for the Panel Discussion

## 1. Guidelines for Presentation Data and Uploading

We recommend you make your slides with aspect ratio of 16:9 by Microsoft PowerPoint.

### File name format:

For panel discussion speakers, please use the following file name format:

Panel Discussion\_Given Name\_Family Name.pptx

### Uploading:

To ensure the smooth operation of the program, all speakers are requested to upload their presentation files to the designated **Dropbox by April 6(JST)**.

**\*Dropbox submission link will be provided separately by email.**

\*If you are unable to access Dropbox, please send your presentation file to the secretariat by email.

\* If you upload multiple files, the latest uploaded file will be used.

### Backup:

As your backup, all speakers are requested to bring the data on a USB memory stick or their own PC.

If you would like to use Macintosh, your own PC or special software except PowerPoint (e.g. Google Slides) for presentation, please inform the secretariat in advance.

## 2. Equipment for Presentation at the symposium venue

The secretariat will provide a PC in a symposium room. The symposium room is provided with a Windows laptop computer with Microsoft PowerPoint installed (OS: Windows 11, English version; Software: Microsoft Office 2024 Standard) and a projector.

\*Macintosh is not available. If you must use it, please bring your own PC.

\*\*Please note that the projectors are connected to computers via an HDMI plug. If your PC does not use this type of plug, please bring the necessary adaptor with you.

\*\*\*All presentation files will be removed from our PC after the sessions finish.

\*\*\*\*Your material may be reviewed by only PMJ Program committee members.