

Instruction for Oral Presentation

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:

Please include the session number and your name in the file name as follows:

Session 0-0_Given Name_Family Name.pptx

Program: <https://smartconf.jp/content/pmj2026/program>

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. Time Allocation

	Presentation	Discussion	Total
Keynote	25 min.	5 min.	30 min.
Invited papers	20 min.	5 min.	25 min.
Regular	12 min.	3 min.	15 min.

Caution

The timer lights will indicate the remaining time only for the Regular Papers

* **No caution** for Keynote and Invited Papers.

After a lapse of	Caution
Last 2 min. Warning	from Green to YELLOW Light
End of Presentation time	from Yellow to RED Light
End of Discussion time	Alert Rings Once
Every 1 min. exceeded	RED Light. Alert Rings Once

3. Equipment for Presentation at the symposium venue

At the symposium venue, please visit “Speaker’s Check-in” for confirmation no later than 1 hour before your session starts (8:30 am for the speakers of Session 1, 6 and 11).

All speakers are requested to visit “Speaker’s Check-in” even if you use your own PC for presentation.

The “Speaker’s Check-in” will be open during the following hours:

April 7 (Tue.)	April 8 (Wed.)	April 9 (Thu.)	April 10 (Fri.)
1:00 pm - 5:30 pm	8:30 am - 6:15 pm	8:30 am - 5:40 pm	8:30 am - 5:00 pm

The secretariat will provide a PC in a symposium room. Symposium room is provided with Windows laptop computer which Microsoft PowerPoint is installed (OS: Windows11, English version; Software: Microsoft Office 2024 standard) and 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 adapter 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.