

Guide for Presentation at the 2026 Annual Conference of FMS

Special Topic Session (Oral Presentation)

<Presentation time>

- **Presentation time, including Q&A, varies in each session.** Please follow the instructions given by the chairperson (representative of the session).
- Please follow the chairperson's directions for the progress of the session.

<Presentation method>

- Presentations must be performed on the presenter's own computer. **Presenters are requested to bring their own computer.** The organizers will not provide a computer for presentations.
- Only an **HDMI terminal (Type A connector)** is available to connect to the projector. If you use a VGA terminal (D-sub 15-pin) or a USB-Type C terminal, please bring your own conversion adapter.
- When changing presenters, **connect the HDMI cable directly to your own computer**, as shown in Figure 1.
- Please make sure that the presentation slides are displayed properly before the session begins.
- Presenters are requested to **use a microphone** for their presentations.

<Presentation slides>

- Presentation slides should be created in PowerPoint, etc.
- The recommended font size for presentation slides is 18 point or larger. The text size in the presentation slides should be large enough for the audience to read. Please note that small text is difficult for the audience (especially those who are in the back of the room) to read, unlike in the case of online presentations.

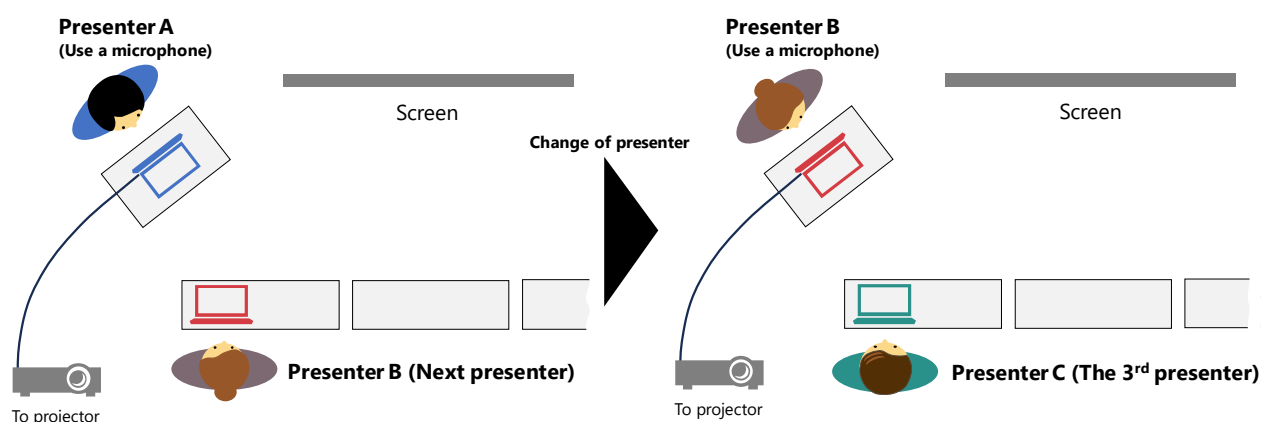


Figure 1. Change of presenters

General Session (Oral Presentation)

<Presentation time>

- Presentation time will be **15 minutes including Q&A**.
- Please follow the chairperson's directions for the progress of the session.
- The bell will ring at the following times during the general presentations. We appreciate your cooperation to ensure the session progresses on time.

 10 minutes elapsed (Presentation time: 2 min left)
 12 minutes elapsed (End of presentation, to the Q&A)
 15 minutes elapsed (End of the Q&A)

<Presentation method>

- Presentations must be performed on the presenter's own computer. **Presenters are requested to bring their own computer**. The organizers will not provide a computer for presentations.
- Only an **HDMI terminal (Type A connector)** is available to connect the projector. If you use a VGA terminal (D-sub 15-pin) or a USB-Type C terminal, please bring your own conversion adapter.
- When changing presenters, **connect the HDMI cable directly to your own computer**, as shown in Figure 2.
- Please make sure that the presentation slides are displayed properly before the session begins.
- Presenters are requested to **use a microphone** for their presentations.

<Presentation slides>

- Presentation slides should be created in PowerPoint, etc.
- The recommended font size for presentation slides is 18 point or larger. The text size in the presentation slides should be large enough for the audience to read. Please note that small text is difficult for the audience (especially those who are in the back of the room) to read, unlike in the case of online presentations.

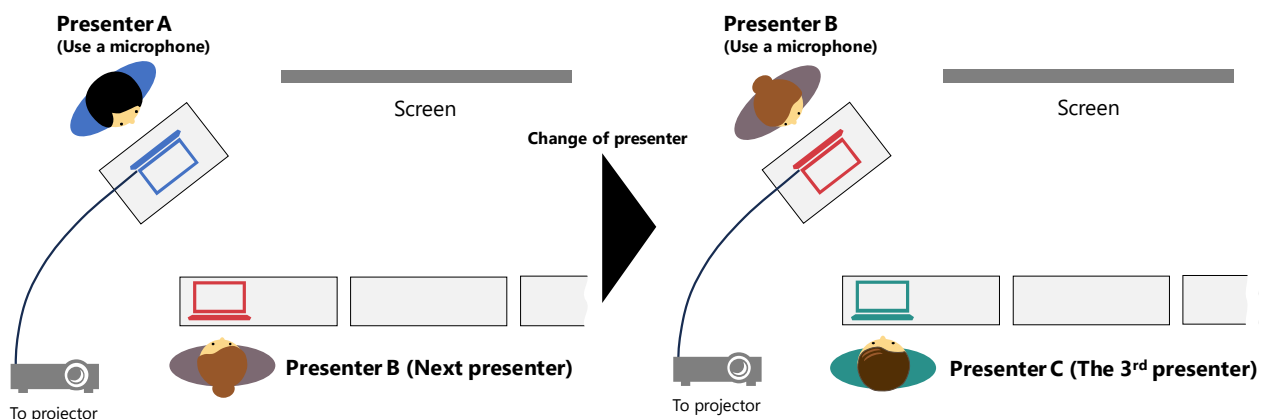


Figure 2. Change of presenters

Young Researcher Poster Competition (YPC) & General Poster Presentation

<Poster display hours & method>

- Poster Session (Young Researcher Poster Competition (YPC) & General Poster Presentations) will be held on **September 3 (Thu.) from 10:00 to 11:45**. The venue is **Room F (4th floor, International Conference Hall)**.
- Room F will **open at 8:30** on September 3 (Thu.), so please **complete setting up your poster by 10:00**.
- Please **remove your poster by 12:00** after the presentation session ends at 11:45. The removal of the poster boards and the setup of tables and chairs will begin at 12:00.
- A poster must be attached to the poster board with a number tag indicating your presentation number.
- Please use the **studs and tape provided by the organizers for attaching posters**. Please note that you must not use your own strong adhesive tape or other items that may damage the poster board.

<Presentation time>

- The core time during the presentation time (September 3, 10:00-11:45) is as follows. During the core time, you will make a presentation in front of your poster.
- **Odd-numbered presentations: Core time 10:00-10:50**
- **Even-numbered presentations: Core time 10:55-11:45**

<Poster size>

- The size of the poster panel is 900 mm (W) x 2100 mm (H) per presentation. **A single poster printed on A0-size paper (841 mm (W) x 1189 mm (H)) or B1-size paper (728 mm (W) x 1030 mm (H)) is recommended. (see Figure 3).**
- There is no format for preparing posters. Please be sure to include your presentation number, title, and presenter's name (including co-authors) on your poster.

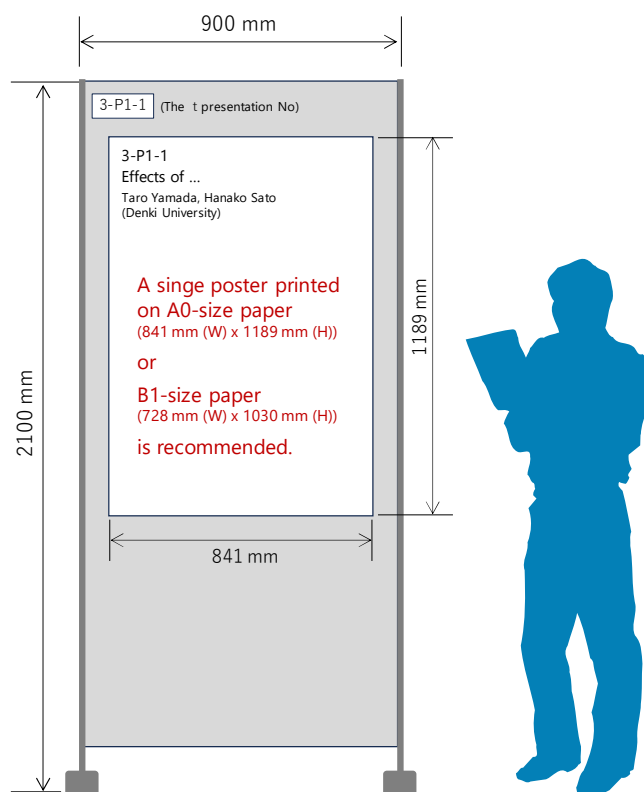


Figure 3. Poster size