

Speaker Instructions

1. Instructions for Presentation

All speakers are kindly requested to strictly observe the allotted presentation time. In order to help you keep within the allotted time limit for your presentation, a light-signal system will be used (Yellow light - three minutes remaining, and Red light - End of speaking time).

2. For Presenters

- Please prepare your presentation in 16:9 format (recommended).
- It is recommended to use standard (OS default) fonts in Windows 10, such as Century Gothic, Courier, Times New Roman. Unusual fonts may not be displayed properly on the computers in session room.
- Presentations should be in the Microsoft PowerPoint (PPT). Windows based environment.
- The output resolution should be XGA (1920×1080 pixels.).
- All related data must be stored in the same folder.
- If using audio and video in your presentation, please notify the PC Preview Desk staff when previewing your data.
- The session room is equipped with a remote presentation system. You will have a TFT monitor and a mouse on the podium to navigate through your presentation. Speakers are requested to operate it by themselves. No laser pointer is equipped.
- Preliminary virus scanning is necessary.
- If you need to disclose a Conflict of Interest, please make a COI disclosure slide as the second slide of your presentation (after the title slide) to clarify the names of companies and/or associations in question.
- If there is no COI, please indicate “I have no financial relationships to disclose.” on your presentation slides.
- The Secretariat will delete all and any presentation data left on the Secretariat PC after the session.

3. PC Preview Desk

- All speakers (including those who use own PC) are requested to stop by at the PC Preview Desk to check that your presentation data works correctly.

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- Bring your presentation data to the PC Preview Desk at least 30 minutes prior to your session start.

Location: Foyer, 2F, Hotel Raffine Harano-machi

Operating Hours: January 28th (Sat.) 8:30am-5:00pm

January 29th (Sun.) 8:30am-11:00am

- Please be seated in the next presenter's seat at the front-left row of the presentation venue at least 15 minutes before your presentation.

4. If you bring your own PC

- The Secretariat will prepare a VGA (mini D-sub 15 pin) PC cable connector and HDMI cables. If your PC is not compatible with VGA/HDMI, please make sure you bring an adaptor.
- Please disable your screensaver and any other power-saving features on your PC and the boot password in advance.
- Please bring your AC adapter/charger cable and power plug converter with you. Be sure to use the original AC adapter that was supplied with your computer.
- Please bring a backup copy of your presentation data on a USB flash drive, in the event of any unforeseen circumstances.
- After checking your presentation data at the PC Preview Desk, please bring your PC to the front-left PC desk in your session room at least 20 minutes before your presentation.
- Please be seated in the next presenter's seat at the front-left row of the presentation venue at least 15 minutes before your presentation.
- After your presentation, please don't forget to receive your PC back from the operator at the venue.

5. Instructions for Online Presenters

- Speakers participating online will need to access Zoom Webinar to take part in your session.
- Please download the latest version of Zoom app on your PC beforehand:
- Join the session from a quiet and adequately illuminated environment with a strong and stable internet connection. Using a wired LAN network connection is highly recommended.
- Make sure that you have a webcam and a headset with a microphone connected to your PC. The use of speakers is not recommended as they may cause a feedback loop.
- The Zoom session link will be sent to you by email on January 13th, 2023 in Japan time. Please click on the Zoom session link at least 30 min before the session

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- There will be a pre-session briefing on the day, starting at least 30 min before the session. During the briefing you will receive a short technical explanation regarding the Zoom operation, and go over the flow of the session.
- When you are presenting live, please share your screen or document.
- Please leave the ZOOM Webinar after the presentation.

6. Discussion format

- Q&A will follow each presentation. If there are any questions submitted by online participants, the Congress Secretariat will forward the questions via Zoom Chat, and the session chair will read it for speakers.
- For Q&A please turn your webcam and microphone on when you join the discussion, Questions will be accepted for 5 minutes from both onsite attendees and online participants via chat or comments from the floor.