

## For Oral Presenters of the 14th Asian Academy of Prosthodontics (AAP)

### 1. Presentation time

#### (1) HIRANUMA Award

Presentation: 10 minutes, Q&A: 5 minutes

#### (2) KAP Award, IPROSI Award, Shiau ROC Taiwan Award, Himawan Award, PPS Award

Presentation: 13 minutes, Q&A: 5 minutes

#### (3) Oral presentation (in English)

Presentation: 8 minutes, Q&A: 2 minutes

### 2. Presentation methods

#### (1) Oral Presentations

1) Please refer to the above for the presentation time. Follow the chairperson's instructions regarding the Q&A session.

2) During the presentation, the green light on the podium timer will be on. The yellow light will turn on one minute before the end, and the red light will turn on at the end. Please adhere strictly to the time limits.

3) The next presenter should wait at the designated location (next presenter seat).

#### (2) Presentations Using a PC

1) All presentations using a PC will be single-screen presentations. During the presentation, please operate the slides using the mouse and keyboard on the podium.

2) The screen size for projection will be 16:9. Please uncheck the "Use Presenter View" option in the slideshow settings.

(3) The "Presenter View" feature, which allows you to check notes, the next slide, and elapsed time, cannot be used as it may cause delays in the session. There is no printer available at the venue, so please prepare your materials in advance.

(4) Presentation data should be submitted via USB flash drive.

(5) The operating system and PowerPoint version of the computers provided are as follows:

OS: Windows 10

Application: PowerPoint 2016 / 2013

(6) Please conduct a test run of your presentation data at the PC reception desk at least one hour before your scheduled presentation time.

(7) The first slide should be a title page clearly stating the presentation title and the presenter's name.

### 3. PC Reception

Location: Makuhari Messe International Conference Hall, 1st Floor Lobby

Hours:

July 6 (Saturday): 8:00 AM - 6:00 PM

July 7 (Sunday): 8:30 AM - 3:00 PM

### 4. Presentation Data Submission:

(1) Please create your presentation using Microsoft PowerPoint 2016/2013 and use the following standard fonts: [English] Arial, Arial Black, Century, Century Gothic, Times New Roman.

(2) Animation and video files are allowed, but they must be compatible with the default settings of Windows.

(3) Audio output is not supported.

(4) After the presentation, the data will be securely erased by the secretariat.

### 5. Conflict of Interest (COI) Disclosure

Please refer to the website of the Japan Prosthodontic Society for guidelines on conflict of interest (COI) and disclose any relevant information on your presentation slides.

For Poster Presenters of the 14th Asian Academy of Prosthodontics (AAP)

1. Venue

Makuhari Messe International Conference Hall, 2nd Floor, Convention Hall B, and Lobby in front of the International Conference Room

2. Poster Mounting, Viewing, Discussion, and Removal Times

\*Please note that posters must be mounted and removed within the specified times each day. Any posters remaining after the removal time will be taken down by the secretariat.

Poster Presentation 1 (2F Convention Hall B)

	July 6	July 7
Poster Number	EP1 – EP16	EP17 - EP31
Poster Discussion Time	12 : 00-13 : 00 PM	12 : 00-13 : 00 PM
Set up	8 : 00-9 : 00 AM	8 : 00-9 : 00 AM
Removal	14 : 30-15 : 30 PM	14 : 00-15 : 00 PM

Poster Presentation 2 (2F International Conference Room Lobby)

Poster Number	Shiau-ROC TAIWAN-P-1- Shiau-ROC TAIWAN-P-5 PPS-P-1- PPS-P-5
Set up	July 6, 8 : 00-9 : 00 AM
Poster Discussion Time	July 7, 12 : 00-13 : 00 PM
Removal	July 7, 14 : 00-15 : 00 PM

3. Presentation Method

(1) Display Instructions

1) Posters with presentation numbers P-1 to P-77 and EP1 to EP16 will be displayed on Saturday, July 6th. Posters with presentation numbers P-78 to P-153 and EP17 to EP31 will be displayed on Sunday, July 7th. Posters with presentation numbers Shiau-ROC TAIWAN-P-1 to Shiau-ROC TAIWAN-P-5 and PPS-P-1 to PPS-P-5 will be displayed for two days.

2) A display board measuring 90 cm in width and 210 cm in height will be provided for each poster.

3) Please display your poster within the shaded area indicated in the diagram.

4) The secretariat will provide the presentation number on the display board. Presenters are responsible for preparing the title, name, and affiliation. Additionally, please attach a photo of the presenter (L size) to the top right corner of the poster.

5) Use push pins to attach your poster to the display board. Do not use double-sided tape or any other adhesive tapes. Push pins will be provided at the venue.

## (2) Conflict of Interest (COI) Disclosure

Please disclose any relevant COI information within your poster.

## (3) Poster Discussion (Q&A)

Presenters should stand by their posters during the designated discussion times to engage in Q&A sessions. During this time, please wear the ribbon provided by the conference on your chest. If you need to step away, attach the ribbon to your poster.

