Preparation Guide for Oral Session

<div align="right">DSWS-2023 LOC</div>

1. **Overview**
   - ➤ The oral session is held in a hybrid format, combining in-person and virtual participation using Zoom.
   - ➤ We kindly ask oral presenters to submit presentation materials via the submission form announced by e-mail. Submission of presentation materials is also required for speakers presenting online in the case of emergency network troubles. The submitted materials will be pre-uploaded on the PC prepared in the session room by LOC and set up files before each presentation.
   - ➤ Online presenters share presentation files from their PCs using Zoom screen sharing.

2. **Presentation File Submission**
   - ➤ Deadline
     **9:00 am JST (0:00 am UT), December 7th, 2023.**
   - ➤ Submission procedure
     Visit the submission form on the website written in the e-mail sent by LOC and upload your presentation file. The forms require your Google account. If it is impossible in your environment to make the account, please contact dsws.loc-2023(at)nipr.ac.jp.

3. **Oral Presentation File Preparation**
   - ➤ Please identify your abstract ID (e.g., S1.1 or Keynote.4) from the booklet.
     https://ds.rois.ac.jp/wp-content/uploads/2023/10/Abstract_Booklet.pdf
   - ➤ Requirements
     - ✓ File format: Microsoft PowerPoint or PDF.
     - ✓ File name: _<last name>.pptx
       Examples: "S7.3_Yabuki.pptx": abstract ID is "S7.3", and last name is "Yabuki", "Keynote.4_Kool.pptx": abstract ID is "Keynote.4", and last name is "Kool".
   - ➤ Preparation procedure
     - ✓ Recommendation
       When producing PowerPoint/PDF files, we recommend embedding all used fonts in order to guarantee a smooth presentation.

4. **Notes**
   - ➤ Please use the laptop PC prepared in the session room, on which each presenter's presentation materials are uploaded by the secretariat in advance.
   - ➤ The PC will run on Windows 11 with Microsoft Office PowerPoint 2021 and Adobe Acrobat Reader.
   - ➤ Movies, animations, and audio requiring a particular application cannot work on the PC

prepared in the session room. GIF animations may work with PowerPoint.

Revision history

November 5, 2023 – Version 1 for the first circulation

November 10, 2023 – Version 2 for the second circulation