



INSTRUCTION FOR CHAIRS

1. PROGRAM

Please visit the following website to confirm the date/time, room and session code of your session in the latest conference program.

<https://icn22.org/program.html>

Thematic areas: T1~T9

Track 1: Advances in Nutrition Research

Track 2: Nutrients and Nutritional Assessment

Track 3: Nutrition Through Life Course

Track 4: Nutrition and Management of Diseases

Track 5: Food Culture Practices and Nutrition Education

Track 6: Public Health Nutrition and Environment

Track 7: Functional Foods and Bioactive Compounds

Track 8: Agriculture, Food Science and Safety

Track 9: Others (Global issues, Challenges, Policies etc.)

2. PRE-MEETING

The pre-meeting with chairpersons and speakers is not required.

The chairpersons are requested to contact the speakers directly to call a pre-meeting if necessary.

“**Chair/Speaker Room**” (Room: **D401**、**D502**、**D503**) will be provided for the meeting before or after their sessions. There will be some booth with tables and chairs divided. No reservation is required to use of the booths. If there are many users, please share with others. Your kind cooperation will be appreciated.

3. TIME ALLOCATION FOR PRESENTATION

In order to ensure the smooth operation of the sessions, we ask you to keep to the time allocation below.

Opening Lecture [OL] / Plenary Lecture [PL] Special Lecture [SL]	45 minutes including Q&A
Closing Lecture [CL] / Award Lecture [AL]	30 minutes including Q&A
Public Forum (市民公開講座) [PF]	60 minutes including Q&A
Symposium [SY] / Special Symposium [SSY] Panel Discussion [PD]	It varies with the session. Please confirm with the session coordinator or secretariat.
Oral Abstract Presentation [OAB]	10 minutes (8 minutes presentation, 2 minutes for Q&A)



4. EQUIPMENT IN SESSION ROOM

- All presentations must be prepared in **PowerPoint** format. Audio-visual equipment in the session rooms will include an LCD projector, screen, laser pointer and microphone. The technical staff and volunteer staff are stand by to help speakers in microphone adjustments, room lighting etc.
- A laptop with **Windows 10 pro (Japanese Ver.) and Power Point (Version: 2013 / 2021)** will be provided on a podium in the session room.
- If you wish to prepare the slides for your session, please read "**Guidance for Preparation of PowerPoint Presentation**" thoroughly on the next page.

5. PROCEDURE OF SESSION

- 1) You are kindly requested to be seated at the Next Chairperson's Seat located in the right front row **20 minutes** before your session starts.
Please confirm that all the speakers are present before the session.
If any presentation is withdrawn in your session, please skip the time assigned for the presentation and forward the session time in principle.
- 2) At the start of the session, please introduce yourself and start the presentation with introduction of the title and the name of authors with their short biographies (if any).
- 3) Please keep the start time of each presentation time. A bell is equipped on the Chairperson's desk and can be used if the speaker runs time over their scheduled time. If you need assistance in time keeping, program director and volunteer staff will be available for your help.
- 4) At the end of each presentation, please invite questions to the speakers and encourage discussion between audience and speakers. If you have no question from audience, you are kindly requested to make some questions to the speaker.
*Some presentations have no Q&A time. It varies with the session.
- 5) (For the session with panel discussion time)
The all chairs/speakers can be seated on the stage. In large / medium conference rooms, tables and chairs for panel discussions are already installed in the center of the stage. In small meeting rooms, those are placed on the side, so please set them up by yourself and the volunteer staff. Those who will use their presentation slides during the discussion time, are requested to move to the podium and operate the laptop.
- 6) At the end of your session, it is desirable for you to address the short summary of the session.



***The chairpersons are NOT required to prepare the slides. Only if you wish to project the slides during their session, please read this guidance up to the next page.**

>> Guidance for Preparation of PowerPoint Presentation <<

- The use of the **conference official templates** for presentations is mandatory. It can be downloaded from the website at; https://icn22.org/for_chair_speaker.html
*Please type your session number into the input box of each slide.
- You are requested to bring the data of your presentation on a **USB memory or a CD-ROM** (both for Windows) **to the PC Center at least 4 hours prior** to your presentation. If your session is scheduled in the morning session, please submit your file by the day before. Please meet with our operation staff there to check, rehearse and upload slide data.
*Naming rule for presentation data: **Session Number_Your Name (Given_Family)**
- Please bring your own laptop in case that...
 - any movie in your presentation data cannot be played by Windows Media Player
 - you use Windows Vista or Macintosh
 - you use Presenter viewto the session room of your presentation at least 15 minutes prior to your session, after rehearsing in the PC Center.
- Please disclose the **Conflict of Interest (COI)** status in your slides.
- There are a mouse and a keyboard on a podium. All chairs/speakers are requested to switch the slide by themselves. Your presentation slides will be automatically uploaded from the PC Center on the laptop in the session room in advance.
- The **PC CENTER** is located on the first basement floor of Hall G, and will be open during the following hours:
Place: Foyer, the first basement floor, Hall G, Tokyo International Forum
Open hours: December 6 (Tue.) 12:00-17:30
December 7 (Wed.) to Dec. 10 (Sat.) 8:00-17:30
December 11 (Sun.) 8:00-12:00

Your presentation slides will be deleted after the conference, and will not be provided to any attendees nor opened to public.



Information for Chairs/Speakers who bring in Data

- Please make sure that the PC prepared by the Secretariat should be Windows 10 pro (Japanese Ver.) and Application is PowerPoint version 2013/2021. Application to make a presentation can be run on Windows only.
- Fonts should be OS standard fonts such as Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New, and Georgia.
- You are requested to bring the data of your presentation on a USB memory or a CD-R hybrid format.
- Please do not include any other data than your presentation data in a device.
- The resolution of the display is Full HD (1920 x 1080) and if the slide size is larger than this, they will not be shown properly.
- Please make sure that virus check is executed beforehand.
- Your presentation data should be saved carefully and deleted by the secretariat after the conference period.

Information for Chairs/Speakers who bring in own laptop

- Please make sure that your laptop should be Windows 2000 and later version or Mac OS9 and later version.
- If you use any movie or special applications for your presentation data, you are requested to bring your own laptop and inform the operation staff at the PC Center.
- The conference projectors are connected to computers via a HDMI or a D-sub 15-pin plug. Please try to check the connections at the PC Center.
- If your laptop does not use this type of plug, please bring the necessary adaptor with you and make sure that you can output your data from any laptop.
- The resolution of the display is Full HD (1920 x 1080) and if you need to switch the resolution, please done that beforehand.
- Please unlock the screen saver and power saving mode and bring a power cable of your laptop.
- When your presentation data includes animation, please report it to the operation staff and check if they can be shown on the external screen by directly connecting through the external output of your laptop.
- You are requested to bring a backup data of your presentation on a USB memory or a CD-R hybrid format.
- Please receive your laptop at the Operator's Desk in a session room after your presentation.