

## Instructions for Oral Presentation

AM-FPD'24 will be held at the “Ryukoku University Fukakusa Campus Jojukan. In principle, presentations will be on-site, but presenters who cannot come to the venue on the day can make an online presentation. If you wish to make an online presentation, please contact the AM-FPD Secretariat in advance. On-line presenters can additionally choose whether they make a live presentation or submit the pre-recorded video to the secretariat in advance.

### **1. Preparing for Oral Presentation**

File format: MS PowerPoint or MP4 format (including your voice)

Presenters should check the presentation schedule at the Oral Presenter Registration. It locates near the entrance of the Main Theater (Jojukan 4th Floor). In addition, you are requested to sign-in at Presenter reception at least 30 minutes prior to your session start. Please let the secretariat know if you cannot participate your presentation time.

Online presenters should access Zoom at the time of their presentation and prepare for their presentation. The password to access Zoom will be provided to you separately.

Please submit the presentation video to the secretariat (secretariat@amfpd.jp) by June 21, 2024, if you would like to make a video presentation. Conference staff will play the submitted presentation videos according to the program.

### **2. Presentation Time**

*Keynote:	45 min. (40 min. presentation + 5 min. discussion)
*Special Symposium:	40 min. (35 min. presentation + 5 min. discussion)
*Symposium:	30 min. (25 min. presentation + 5 min. discussion)
*Invited:	25 min. (20 min. presentation + 5 min. discussion)
*Regular:	20 min. (15 min. presentation + 5 min. discussion)
*Late News:	15 min. (10 min. presentation + 5 min. discussion)

#### **[On-site]**

Presentations will be delivered live by the speakers themselves on scheduled dates.

#### **1) Audio-Visual Equipment**

- \*Data projector (XGA)
- \*Microphones
- \*Laser pointer

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## 2) Data Projector

\*Windows PC is prepared by organizer. Please inform the secretariat in advance **if you prefer to use your own PC for the presentation.**

\***Projection screen format is 16:9** for presentation. The format of 4:3 is also acceptable.

\* Take the opportunity to pre-test your presentation data **during the break time before your presentation.**

## [On-line presentation as scheduled]

The presenters who make a live presentation should operate Zoom by themselves. There will be a five minute discussion at the end of each presentation.

## [On-line Presentation using Recorded Video]

The recorded presentation materials will be played at the venue according to the program. Please ask presenters directly by email if participants have any questions regarding the presentations.

AM-FPD '24 Program Committee