Instructions for participants of the 137th Annual Meeting

[Key Points]

- **Oral presentations**
  - Held using Microsoft PowerPoint 2019 (or later) or Adobe Acrobat on the venue PC
  - Save the presentation file to the venue PC via a USB-compatible medium, or download from a personal cloud service
  - File name: "Presentation Number + the first author's name"

- **Poster presentations**
  - Both online (mandatory) and in-person (optional: core time available)
  - Deadline for submitting online poster files is 23:59 on March 12, 2026
  - Poster files for online viewing should be in the PDF file format (A4 size) and ≤20 MB in size
  - Online posters are viewed on the conference platform "Claris"
  - Poster panels at the venue are 210 cm high and 90 cm wide
  - Student Poster Award applicants must display their poster at the conference venue and participate in a Q&A session during the core time

- **Other general points**
  - Sharing your "Claris" log-in URL or web registration number with others is prohibited
  - Be careful of copyright infringement, ethical issues, and confidential information leaks

*Please see below for details.

I. For oral presenters

1. Venue and equipment for presentations

- Presentations and Q&A sessions at the 137th Annual Meeting will be held only in person at Tsukuba International Congress Center. There will be no online streaming, including on-demand streaming after the conference period.
- The equipment for oral presentations at the venue will be a PC (hereinafter

referred to as "Venue PC"; operating system Windows 11) and an LCD projector. Presenters are required to present using Microsoft PowerPoint 2019 (or later versions) or Adobe Acrobat, which are both installed on the Venue PC.

- You may not connect your own PC or Mac to the LCD projector. You are requested to copy your presentation file to the Venue PC in advance (for details, please refer to 3. below). **If you fail to do so, you will not be able to give your presentation and it will be treated as a cancellation. Please be careful.**

- Each oral presentation at the regular division sessions and open call sessions lasts 15 minutes (12 minutes for the presentation and 3 minutes for the Q&A session). For the planning symposia, please follow the instructions of the coordinators.

2. Presentation file format and file naming

- Presentations should be in the PowerPoint or PDF file format. For PowerPoint files, please make sure that PowerPoint 2019 or later versions can read the file properly.

- The file name should be the presentation number + the first author's name (e.g. "S1-1 Taro Shinrin.pptx"). (Note: For presentation numbers, please refer to the conference program; the presentation numbers listed in the program, including the tentative version released on December 23, 2025 will not change until the day of the conference.)

- Special fonts are not installed on the Venue PCs, so please avoid using such fonts, or convert the file to a PDF file with embedded font information.

- Speakers who create PowerPoint files on a Mac should run them on a Windows PC with Microsoft PowerPoint before the day of the event to check for any garbled text, layout discrepancies, or other problems. Or convert the file to a PDF file with embedded font information as described above.

3. Save your presentation file on the Venue PC

- Please save your presentation files to a folder with the date and session name on the desktop screen of the Venue PC at least 15 minutes before the start of the morning or afternoon session in which you are presenting (i.e., by 8:45 for morning sessions, and by 14:00 for afternoon sessions).

- Please use either of the following two methods to save your files. We will not be accepting advance submissions via a dedicated website for this year's conference.

There is no SD card slot in the Venue PC.

- o Save the file to a USB-compatible medium, bring it with you to the venue, connect it to the Venue PC, and copy the file.
- o Log into a personal cloud service account via the browser Edge on the Venue PC and download the file.

- It is recommended to check the operation of the file after saving it on the Venue PC (especially when using the animation/video functions).
- Please take care of the media on which the files are saved, including virus checks. Please note that the Congress Committee shall not be held responsible for any viruses that may be transmitted from the Venue PC.

II. For poster presenters

1. Poster presentation methods and handling of the official presentation records

- Poster presentations at the 137th Annual Meeting will be held both online and in person.
- **Poster display within the online conference platform "Claris":** Poster files submitted in advance will be uploaded to the conference platform "Claris". On-demand viewing will be available to participants during the conference and for a limited period after the conference ends. For notes regarding on-demand delivery, please check the **"For all participants: copyright and other notices"** section at the end of this document.
- **Poster display at the conference venue (optional):** If you requested to display your poster at the venue when applying for your presentation, a poster panel will be prepared for you. Please display your poster at the venue on the date specified in the conference program.
- **[Important: Regarding the official presentation records]** To be considered an official poster presentation at this conference, a poster file must be uploaded to the conference platform by the submission deadline. As long as the poster file is uploaded to "Claris", there will be an official presentation record for this conference, even if the poster is not displayed at the conference venue.

2. Submission deadline of online poster files, file format, and Q&A sessions

- **Please submit your poster file (PDF file format) for online viewing between**

Friday, February 20, 2026 and 23:59, Thursday, March 12, 2026 via the application website. You can resubmit as many times as you wish within the deadline.

- **If the poster file is not submitted by the deadline (23:59, March 12, 2026), the poster presentation will be treated as cancelled. In this case, nothing will be displayed on the corresponding page of the online poster on the conference platform "Claris", and the submitted abstract will be deleted from the official abstract book printed at a later date.**

- The program organizer will not check the content of the submitted poster files before uploading to "Claris". Solely the presenter is responsible for the content of the presentation. Before submitting the poster file, please check whether there are any expressions or descriptions that may cause problems.

- The poster file should be in the PDF file format (A4 portrait), and the file size should be ≤20 MB. Video files with audio cannot be used.

- Q&A sessions for the posters via chat will be available during the online poster display period. There is no core time for the online poster Q&A sessions via chat.

3. Poster size and presentation methods at the conference venue (optional)

- The only items provided by the conference committee are panels (210 cm high x 90 cm wide) with presentation numbers attached and thumbtacks.

- Core times are scheduled during the conference. Presenters are requested to conduct in-person Q&A sessions at the venue during this time.

4. Judging of Student Poster Awards

- The Student Poster Awards will be judged in person at the venue. The judging criteria include the quality of your responses during the Q&A session at the venue. Please note that award applicants who do not participate in their Q&A session during the core time will not be eligible for the awards.

- The winners of the Student Poster Award will be announced on the conference website after the selection is completed on Thursday, March 17, 2026. The winners will also be notified of their award by email on March 17. Please be sure to check the website and your email account. The award will be presented at the Conference Closing Ceremony on March 18 at the conference venue, so please attend if possible.

III. For online viewers

1. How to view the poster on the conference platform "Claris"

- Please log in to the conference platform "Claris" (https://conference.iap-jp.org/jfs/conference/login) using your "Web registration number" issued at the time of registration and e-mail address you registered.
- A list of the poster presentation titles will be posted on "Claris". Posters can be viewed by clicking on their title. Online poster viewing will be available from March 13 (one week before the conference) until March 24.
- Q&A sessions for the posters via chat will be available during the online display period.

2. Notes

- Please do not share the URL to log into "Claris" or your web registration number with others.

IV. For all participants: copyright and other notices

- If you wish to use figures, photos, videos, etc. for which copyrights are held by parties other than the presenters and permission from the authors is required for their use, please obtain permission from the authors in advance and properly indicate the source information in your presentation or poster.
- If you use charts, photographs, videos, etc., the copyright of which is owned by someone other than the presenters, and if certain conditions are imposed on the use of which does not require the author's permission, please comply with those conditions (e.g., Google Earth imagery).
- Do not use photos or images of temples, shrines, works of art, portraits of celebrities, movie scenes, etc., even if they were taken by you.
- Please do not record, photograph, or save screenshots of any kind while watching or viewing, regardless of whether you are participating on-site or online.
- Before presenting and/or submitting presentation materials, please make sure that your presentation material does not contain any contents that may cause problems after publication, e.g., expressions or descriptions that could be misunderstood as slander against others, or confidential information pending patent application, etc.