

## Participant Guideline for SDGs program session

Thank you for attending 2024 Spring Meeting of JSFS. Please read carefully the following instructions and guidelines for oral presentations.

### Reception:

Reception desk is located on 2nd floor of the main lecture building (please refer to the map in this booklet). Participants can download the participation badge by logging in with the registration number and password provided at the time of application on the "My Page" for the 2024 Spring Meeting of the JSFS. Participants are kindly requested to download and print the participation badge in advance and bring it to the registration desk. Abstracts of the presentations can also be downloaded using the same registration number and password.

Reception for the event (conference/seminar) starts at 8:30 am.

Please present/show your participation badge or name (or business) card at the reception.

### Lecture room and presentation guidelines:

Lecture room for SDGs session is located on 100A, 1st floor of Building No.2.

For your oral presentation, you may bring a PowerPoint file on a USB flash drive (memory stick). You are highly encouraged to bring an additional copy of your presentation in case of technical difficulties. It is suggested that you email a copy of your presentation to your personal inbox as a backup. If for some reason the files cannot be accessed from your flash drive, you will be able to download them to the computer from your email.

All oral presenters are required to submit an electronic version prior to the beginning of the session in the meeting room. All presentations will be scanned for viruses and subsequently loaded on the main projector computer.

- For the morning session of 28th and 29th of March, 2024, please submit your PowerPoint file by 8:50 am.
- For the afternoon session of 28th of March, 2024, please submit your PowerPoint file between 12:10 am and 15:20 pm.

Use of your own laptop is not recommended.

- **Movies:** If your PowerPoint files contain movies, please make sure that they are well formatted and connected to the main files.
- **Timing:** Please make sure that your presentation is well timed. Every speaker has a maximum of 15 minutes total, including speaking time and discussion. Please keep in mind that the program is full, and that the speaker after you would like their allocated time available to them.

# Venue Map

