GENERAL INFORMATION for Speakers and Chairs

■ For UAA/JUA International Oral Session Chairpersons
- Please take the chairperson's standby seat at least 15 minutes before the beginning of your session.
- Please tell session staff your arrival when you take the chairperson's standby seat.
- Chairpersons are asked to remain within the time allotted for the session and each presentation.
- During the Q&A period, please ask people with questions and/or comments to stand in line by the microphone in advance.
- Each presentation in the Oral Presentation should be completed within 7 minutes (5 minutes for presentation and 2 minutes for questions and answers).

■ For Moderated Poster Session Chairpersons
- Please visit poster registration at least 15 minutes before the beginning of your session.
- Each presentation in the Moderated Poster Session should be completed within 5 minutes (3 minutes for presentation and 2 minutes for discussion).
- Please begin your session on time. There is no announcement about your session.
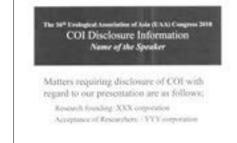
■ For All Presenters
- UAA/JUA International Oral / Moderated Poster Session language is ENGLISH.
- Please report any conflict of interest (COI).
  Delegates who will be participating in the Poster Presentations or Oral sessions are requested to use the formats below (or similar), which are downloadable from the UAA 2018 congress website to declare COI inserting COI disclosures at the end of the poster/presentation slide.
  Sample slide can be downloaded from this URL.
  http://www2.convention.co.jp/16thuaa2018/Chairpersons.html

■ For UAA / JUA International Oral Session Speakers
1. PC Preview
- Please finish register your presentation slide in PC Preview at least 30 minutes before the beginning of your session and take the speaker's standby seat at least 15 minutes before. Registration can do any PC center.

Place	18 April	19 April	20 April	21 April
Room K, 2F Kyoto International Conference Center	7:00~17:00	7:00~17:30	7:00~17:30	7:00~17:00
Foyer, B2F Grand Prince Hotel Kyoto		7:00~17:30	7:00~17:30	7:00~17:00

2. Presentation time

- UAA / JUA International Oral : 5mins presentation and 2mins for questions and answers.
- Moderated Poster : 3mins presentation and 2mins for discussion.

3. Presentation

- Oral Presentations can only be made with Windows PCs (single screen only). Slide projectors are not available.
- If your presentation file is made using Windows, each bring your own laptop or Media device (recommend USB memory) is available. If you bring data by Media device, to avoid the possible spread of computer viruses, Media device should scan your presentation files with updated anti-virus software.
- If your presentation file is made using Macintosh, please bring your own laptop with a VGA adapter (recommend genuine product). Only Media device is not available.
- The title of your presentation file should be "session title_presentation code_your name". (e.g.: Urology_XX-001_John Smith).
- In session, All equipment on stage will operate yourself .
- Printed presentation slide prepare yourself if you want.

4. File Management by Media device (for Windows)

- Presentation files must be in Windows PowerPoint 2010, 2013, or 2016.
- The projection screen for your session has XGA resolution (1024×768 pixels).
- To avoid display problems with your presentation, use only standard OS fonts such as Arial・Arial Gothic・Century・Century Gothic
- You can use audio or video in your presentation. If you use video which is encoded with a specific codec in your presentation, we recommend you bring your own PC. We also recommend any video data to be in WMV or MP4 format which can be played on Windows Media Player 11.
- All data files should be in one folder, including any reference files such as video files. Please check your data by another PC which files can open or not.
- In presentation, Presenter should be operate keypad/mouse with monitor. Please be avoided to use a function of [Presentation Tools] in PowerPoint (or keynote of Macintosh), for the purpose of keeping the programs smoothly. Therefore the slide show is mirrored.
- Any copies of your presentation data which the Secretariat has received will be deleted after the meeting.

5. Notice when you bring your laptop

- Please bring a Media device for backup data.
- Please bring a power adapter if you intend to use your own laptop.
- Connect a projector neither DVI nor HDMI. ONLY VGA IS AVAILABLE. Might be necessary to prepare a VGA adapter although it is a Windows PC.
- Please bring your laptop to operate sheet yourself at least 20 minutes before the beginning of your session. Laptop will return after your session in operator sheet.
- Please turn off a function of screen saver and energy saver. (As well as hot corner of Macintosh)
- In presentation, Presenter should be operate keypad/mouse with monitor. Please be avoided to use a function of

[Presentation Tools] in PowerPoint (or keynote of Macintosh), for the purpose of keeping the programs smoothly. Therefore the slide show is mirrored. Please don't bring up your laptop on your stage.

■For Moderated Poster Session Speakers

Generally, revision is not available after registration term (also congress term).

All poster sessions set up (printing, posting, removal) will be done by secretariat.

You don't need to bring your poster data by yourself in poster session.

If you couldn't pre-register until April 3rd, refer to the sample and print/post yourself.
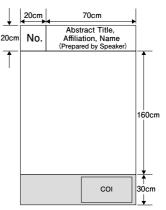
Sample

1. Presentation time

3minutes presentation and 2minutes for questions and answers

2. Moderated Poster Session

Please arrive before your poster at least 15minutes before the beginning of your session. Please be careful not to go to another session place. There are 2 poster session areas. Please check your presentation place and time in this program.

3. Schedule

• Moderated Poster

Place	View	discussion	Removal
Annex Hall, 1F Kyoto International Conference Center	8:00~10:45	10:45~11:45	11:45~12:00
	12:00~15:00	15:00~16:00	16:00~16:30

• Unmoderated Poster

Place	View	Removal
Event Hall, 1F Kyoto International Conference Center	8:00~11:30	11:30~12:00
	12:00~16:00	16:00~16:30

*Best Abstract Award will be selected from each session (Moderated / Unmoderated Poster). To receive the Award, they need to attend the Gala Dinner.

*There will be "Wine and Cheese" time after the Poster Presentation.

 Place : Event Hall / Annex Hall (Poster Venue)

 Date and Time : 16:00-17:00, 18th April.