

# INFORMATION FOR PRESENTERS AND CHAIRS

## FOR PRESENTERS

### (Experiential Seminar, Symposium, and Workshop)

#### Preparing Your Computer and Checking Equipment Functionality

HDMI connections are available at all venues. Please note that presenters and session chairs are responsible for bringing their own computers and any necessary adapters or converters. For the Symposium program (Paper Presentations), presenters will use the chair's computer. Please send your presentation data to the session chair in advance. (You will be contacted separately by the chair with further instructions.)

Please complete your slide preview and equipment check:

- **Before** the program starts for morning sessions
- **During** the lunch break for afternoon sessions

Each room is equipped with the following standard (free) equipment:

- HDMI cable
- Projector
- Screen
- Mobile desk
- Mobile chair
- Power strip

#### Equipment Guidelines

- **Wi-Fi is available, but we recommend that presenters download any videos, music, or other media files in advance.** This will help prevent issues caused by heavy network traffic or unexpected internet disruptions on the day of your presentation.
- **HDMI is required** for video playback. For audio, use either **HDMI or a mini-pin (3.5mm) jack**. Please bring your own adapters and cables — **these are not provided at the venue**.
- If you need a **projector, audio equipment, or a whiteboard, please request them in advance through the "Inquiries about your presentation" form**.
  - ◇ Projector and audio use is **free**.
  - ◇ Whiteboard rental costs **1,200 JPY per day** and will be charged to the session representative by the IAGP2025 Secretariat or the Sapporo Convention Center. **Please ensure the payment is completed by the specified deadline.**
- **Microphone (wired/wireless) availability varies by room.** Some small rooms may not have microphones.
- **Power plug adapters and voltage converters are not provided.** Please bring your own if needed for your laptop or other devices.

## Room Preparation

You may enter your session room **30 minutes before your session starts**, or after the previous session has ended, whichever is later. As there is little time between sessions, using lunch break is recommended. Staff will be on hand to assist you.

- Generally, Chairs will be arranged in a circle by default.
- In Venue 1 (Conference Hall), chairs will be arranged in a theater style.

Please feel free to rearrange the layout as needed.

Note: In the Small Hall, seating is fixed and cannot be rearranged.

**Please end your session on time, as the next group will need to prepare the room.** We ask for your cooperation in ensuring a smooth transition between sessions.

Afternoon sessions have only a 15-minute break, so setup time is very limited. We kindly ask session organizers to take the lead in preparing the room with help from participants and staff.

**Due to limited staff and time, please consider using the lunch break or other available time to complete your setup in advance.**

## For PRESENTERS (Poster Presentation)

### Session information

**Date & Time:** Friday, August 22, 2025 14:00–15:15

**Venue:** Sapporo Convention Center, Mid-sized Hall

**Format:** Poster display with in-person explanations and Q&A

### Poster Format and Guidelines

**The maximum poster size is A0 portrait (84.1cm wide × 118.9cm high).**

To help attendees recognize presenters outside of the core time, please **attach a photo of yourself to your poster.**

### Poster Setup

**Please ensure your poster is displayed by 13:30 on August 22nd (Day 3). But you can set up your poster from 9:30 on August 21st (Day 2) so that the Congress participants can see from Day 2. Please remove it by 19:00 on August 22nd (Day 3). Posters should be displayed on the board marked with your assigned presentation number.**

Pins or tape will be provided at the venue.

### Presentation / Attendance Time

The core presentation times are as follows. Please make sure to be at your poster during the designated time to respond to questions and interact with attendees.

- Odd-numbered presenters: 14:00–14:35 on Friday, August 22nd (Day 3)
- Even-numbered presenters: 14:40–15:15 on Friday, August 22nd (Day 3)

### Poster Removal

Please remove your poster by 19:00 on Friday, August 22nd (Day 3). Posters left behind will be discarded by the Secretariat.



**Title**  
 Name (Affiliation)

**Maximum  
of A0 size**  
 (84.1cm x 118.9cm)

Poster orientation  
 should be portrait  
 (=vertical)

## For Participants in Poster Presentation

- During the poster session, you are free to walk around and view the presentations. Please approach presenters politely when asking questions.
- Outside the official session time, you may leave comments for presenters by **writing on the post-it notes provided at the venue and attaching them to the posters.**
- **Recording, filming, or photographing** the presentations is **prohibited**, unless prior permission has been granted.
- Please note that there are **no storage areas or food/drink spaces** in the poster session venue. Keep your personal belongings with you at all times.
- If you have any questions, feel free to ask the on-site staff.

## CHAIR'S GUIDELINES

### 1. Responsibilities Before the Congress

#### Contacting Presenters

- Contact all presenters in your session well in advance of the Congress.
- If your symposium is Hybrid, you'll be contacted by a Tele'Drama technical expert that will help you set up all the presentations in a way compatible for onsite and online sharing. Moreover, the presenters will also be contacted by Tele'Drama International, to ensure that there is a backup version of their presentation that can be handled by the remote assistant, should you need support during the onsite session.
- Request a **PDF version of their presentations** to facilitate smooth transitions and serve as a backup in case of technical issues.
  - ◇ If possible, ask for an **English** PDF version of the presentation (if presented in Japanese or other languages).

#### Bringing Your Own Laptop

- **Please bring your own laptop** to the venue. No computers will be provided on-site. Your laptop will be used to project **all presentations** during your symposium session.
- Ensure your laptop has an **HDMI port** and bring any **required conversion connectors** (e.g., USB-C adapters, Mac adapters) and **power adapter** if necessary.
- For audio or music playback, ensure you also bring **mini-pin jack** connection cables.
- If you have any questions, please contact [iagp2025@c-linkage.co.jp](mailto:iagp2025@c-linkage.co.jp)

#### Equipment Preview and Technical Check

- During the break before your session, test your equipment and connections at the venue. This is critical to avoid disruptions. Volunteers will support your technical check in the assigned room.
- If a presenter will use their own computer (e.g., in exceptional cases), confirm compatibility in advance and advise them to perform the same checks.

### 2. Session Management

#### Timekeeping and Flow

- Start and end the session on time.
- Introduce each presenter and keep track of time limits. Allow time for discussion, if scheduled.
- Ensure smooth transitions between speakers, using the PDF backups if needed.

#### Interpretation and Language Support

- When contacting your presenters, prior to the Congress, please explain that:
  - ◇ In **hybrid sessions**, there will be **AI-generated simultaneous English translation**.
  - ◇ During **in-person-only sessions**, you will kindly request the **support and collaboration of multilingual participants** to assist one another with translation, when necessary.
- Please repeat this info to the audience **at the beginning of each symposium's session**

N.B. We plan to hold a pre-Congress online session with all Symposia Chairs to build a common understanding of how language can be facilitated among peers, across cultures.

#### Venue Access and Layout

- The venue will be available **30 minutes before the start of your session** (or after the previous session ends).
- Rooms are set up in a **theater-style layout** by default. You may rearrange the chairs and tables to suit your session's needs, but please **return everything to its original position** afterwards.

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### 3. Equipment and Technical Information

#### Hybrid symposia equipment

- All hybrid symposia are technically equipped to support the online streaming, and a discussion between online and onsite participants.
- All hybrid session will receive onsite and online technical assistance by Tele'Drama International

#### Standard Equipment Provided at All Venues

- HDMI cable
- Projector and screen
- Movable desk
- Power strip
- WiFi (note: hybrid rooms will use wired connections)

#### Microphones and Speakers

- Microphone availability differs per venue. All symposia venues have one or two microphones, but they might not have speakers, other than the pc.

#### Important Notes on Technology Use

- Rooms without wired connections rely on WiFi. Advise all presenters to download video or audio content in advance to prevent streaming issues.
- You are responsible for ensuring all conversion cables are available for your laptop (e.g., HDMI to USB-C).

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### 4. After the Session

#### Closing the Session

- Conclude the session by thanking presenters and participants.
  - Ensure the venue is **tidied and returned to its original setup**.
  - Inform the Congress staff of any technical issues, late arrivals, or disruptions that may need follow-up.
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