

CVIT2025 Guide for Presentations

■ Conflicts of Interest (COI) Disclosure

We kindly ask all speakers at CVIT2025 to include a self-disclosure of the state of conflict of interest regarding presentation. Please download the COI Template from CVIT2025 website.

COI Template: https://uproses.co.jp/cvit2025/en/pdf/cvit_coi_template.pptx

■ Languages Used in Sessions

		Session Language	Slide/Poster	Presentation	Q&A/Discussion
Physicians	Symposium/ Panel Discussion	English	English	English	English
		Japanese	English *1	Japanese	Japanese
	Free Paper (Oral/Poster)	English	English	English	English
		Japanese	English	Japanese	Japanese
Nurses and Allied Health Professionals	Symposium/ Panel Discussion	Japanese	Japanese	Japanese	Japanese
	Free Paper (Oral/Poster)	Japanese	Japanese	Japanese	Japanese
Intern		Japanese	Japanese	Japanese	Japanese

*1 Slides in Japanese is allowed if the presentation can be made only in Japanese language.

■ Oral Presentation

1. To Speakers

After picking up your name card holder at the registration desk, please preview your presentation slides at least 30 min. before the presentation time. Please be seated at the Next Speaker's Seat in the session room 10 minutes prior to your session.

Please prepare your presentation slide according to the presentation guidelines.

[Time Allocation]

Free Paper (Physicians): Presentation 7 min., Q&A 5 min.

Free Paper (Nurses & Allied Health Professionals): Presentation 7 min., Q&A 3 min.

Sessions other than above: Presentation time is informed by e-mail.

[Guidelines for Presentation]

- All presentations must be made on a PC using PowerPoint 2016 to 2024/Microsoft 365.
- Please disclose COI slide as the 2nd page of the presentation.
- There is one screen and 16:9 or 4:3 slides are available.
- We recommend to use the following font in order to avoid text or layout collapsing.

Recommended font:

Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New

Symbol, Georgia, Times New Roman

- Please do not use presenter tool function for smooth progression of the session.
- Please bring your presentation slide data by a USB memory stick or a laptop PC.
- If you are using data created on a Macintosh, please be sure to bring your own PC.

< For those who bring a USB flash memory >

- Please test your presentation data is correctly displayed on other PC than you use to create the presentation and do not include any data other than the data of your presentation.
- Please write your name and presentation number on the media you bring.
- The presentation data temporally saved on a PC at the PC Desk will be removed after the meeting.

<For those who bring a laptop computer>

- The PC must be with an HDMI output terminal.
- Please make sure to bring AC power cable and a dedicated adapter for HDMI output.
- Please disable screensavers and power-saving settings in advance.
- Please bring a back up disk of your presentation data in a USB flash memory in case of connecting problem.
- After your presentation, your computer will be returned to you. Please come to the PC Operator Desk in the room and collect your computer.

[PC Preview]

PC Preview Desk will be installed in both venues of CVIT2025.

Please preview your presentation slides at least 30 min. before the presentation time.

<Locations>

Next to Registration, 5F, Osaka International Conference Center

Lounge, 3F, RIHGA Royal Hotel Osaka

<Opening Hours>

July 17 (Thu.) 7:30-17:00

July 18 (Fri.) 7:30-17:30

July 19 (Sat.) 8:00-16:00

2. To Session Chairs and Commentators

<Next Chairs and Commentators Seat>

Please be seated at the Next Chairs and Commentators Seat at least 10 min. prior to your session.

*In case you are unable to attend the session for an unavoidable reason, please contact the administration office at least 90 min before your session starts.

<Session Progression>

Chairs are responsible for smooth progress of the session and following the time schedule.

3. To Questioners

Should you wish to ask a question, please stand by a microphone in the session room. According to the chair's directions, please say your name and affiliation, and then ask your questions or make comments briefly.

■ Poster Presentation

1. To Speakers

On the day of your presentation, please post and remove your posters during the periods shown below. After picking up your name card holder at the registration desk, please report the attendance at the poster registration desk at least 10 min. before the poster session. Please wait in front of the poster booth of your session.

Please prepare your poster according to the presentation guidelines.

[Time Allocation]

Presentation 5 min., Q&A 2 min.

[Set Up / Presentation / Removal Periods]

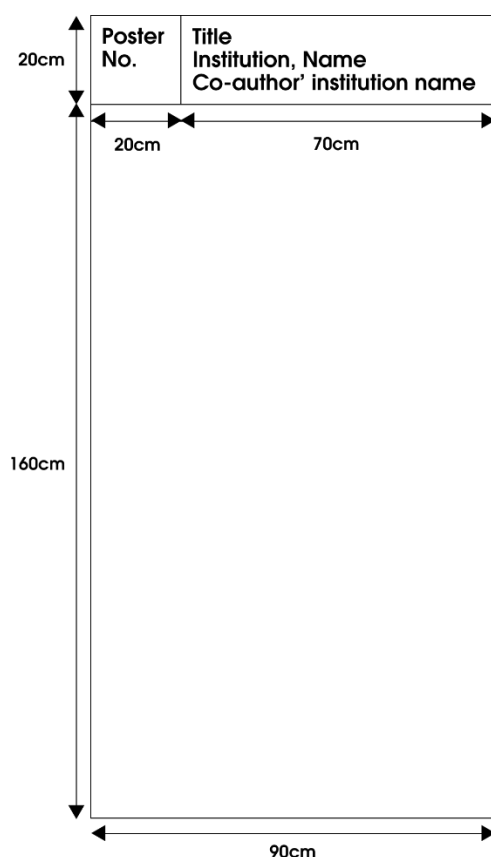
Date	Set up	Presentation/ Q&A (AM)	Presentation/ Q&A (PM)	Removal
July 17 (Thu.)	8:00 - 9:00	10:40 - 11:45	14:00 - 15:05	16:30 - 17:30
July 18 (Fri.)	8:00 - 9:00	10:40 - 11:45	15:00 - 16:05	17:00 - 18:00
July 19 (Sat.)	8:00 - 9:00	10:40 - 11:45	14:00 - 15:05	15:05 - 16:50

[Guidelines for Poster Preparation]

- Please bring a printed poster to the venue by yourself.
- There is no poster format, but please make sure not to oversize the poster panel.
- Please disclose COI information on the poster.
- Poster numbers are prepared by the CVIT2025 Administration Office.
- Presenters are requested to prepare abstract title, institution, presenter's name, co-authors' institution and co-authors' name.
- Push pins will be provided at the poster panel.

- Posters that are left on the panel after the removal time will be removed and kept at the CVIT2025 Administration Office during the meeting.

Poster Panel Size



2. To Session Chairs/Commentators

<Chair/Commentator Registration>

After picking up your name card holder at the registration desk, please come to the Chairs'/Commentators' Registration Desk located near the poster booth (3F, Osaka International Conference Center) at least 10 min. prior to your session and wait in front of the poster booth of your session.

<Session progression>

Chairs are responsible for smooth progress of the session and following the time schedule.

*In case you are unable to attend the session for unavoidable reason, please contact the administration office at least 90 min before your session starts.

3. To Questioners

According to the chair's directions, please state your name and affiliation, and then ask your questions or make comments briefly.

■ Contact

CVIT2025 Administration Office

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