Guidelines for ORAL Presentation

★ All oral presentations should be made in-person, and oral presentation material will be streamed online only for regular (in-person and online) attendees.

★ A change of Presenter
If you wish to change the presenter due to unavoidable circumstances, please contact the ICCP Secretariat. The replacement presenter must be included as a co-author and registered.

★ Presentation Material Submission
- Submission Method: Website upload (Detailed upload instructions will be provided later.)
- Submission Deadline: July 8, 2024

★ (Recommendation) Presenter Registration Ends: May 31, 2024
For smooth conference preparation, we kindly request oral presenters to register by May 31.

★ Record of Presentations
Please note that all oral presentation recordings and posters will be available to the registered participants for 4 weeks after the conference, and then will be discarded to avoid any copyright infringement or information leak.

1. The official language is English.

2. Presentation Schedule

1) Check Your Presentation Schedule
- Please visit the [Download Center (Home > ICCP 2024 > Download Center)] menu to check your presentation schedule. (*Schedule is subject to change.)

2) Presentation Time

<table>
<thead>
<tr>
<th></th>
<th>Plenary</th>
<th>Parallel Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>25 min.</td>
<td>15 min.</td>
</tr>
<tr>
<td>Presentation</td>
<td>20 min.</td>
<td>12 min.</td>
</tr>
<tr>
<td>Q&amp;A</td>
<td>5 min.</td>
<td>3 min.</td>
</tr>
</tbody>
</table>
3. Preparation

1) Make Your Presentation Using PPT
   - Set the slide size to a screen - **16:9** (landscape/horizontal)
   - Images should be in JPG, GIF or BMP format.
   * Keynote for MAC will not be allowed.

2) Submitting the Presentation File (Until July 8, 2024)
   - We kindly request that presentation materials be submitted in **both PPT and PDF** formats.
   - If a presentation includes video or sound, please inform the staff in advance.
   - **If you have updated the presentation materials after submission** to the ICCP Secretariat, please visit the **preview room** at least 5 hours before your presentation time and bring your presentation files on a **USB memory stick**.
   - The preview room will be networked with the session rooms, which means that once your presentation is uploaded in the preview room, it will be automatically distributed to the session room.
   * **Preview Room is located on the 3rd floor of ICC Jeju, next to the session room.**

3) Equipment in the Session Room
   - Session rooms will be equipped with a computer running Windows (not Mac), projector and microphone.
   - Podiums will be equipped with a monitor, mouse and smart pointer (No keyboard).
   - **In order to avoid technical issues, it is not allowed to use a personal laptop.**

4. Precautions
   - Please keep the presentation time in consideration of the next presenter. If the presentation time is exceeded, the presentation may be terminated at the discretion of the chairperson.
   - **Arrive at your session room at least 15 minutes before the session begins.**
   - You will be responsible for controlling/advancing your presentation slides.
Guidelines for POSTER Presentation

★ All poster presentations should be made in-person. If poster presenters wish to have their poster displayed on the website, please submit the poster for website upload.

- (Optional) Poster Submission for Website Upload
  - Submission Method: Website upload (Detailed upload instructions will be provided later.)
  - File format: JPG, PNG, PDF
  - Submission Deadline: July 8, 2024

★ A change of Presenter
If you wish to change the presenter due to unavoidable circumstances, please contact the ICCP Secretariat. The replacement presenter must be included as a co-author and registered.

★ Best Poster Award evaluation will be made for poster presentation.

★ (Recommendation) Presenter Registration Ends: May 31, 2024
For smooth conference preparation, we kindly request poster presenters to register by May 31.

★ Record of Presentations
Please note that all oral presentation recordings and posters will be available to the registered participants for 4 weeks after the conference, and then will be discarded to avoid any copyright infringement or information leak.

1. The official language is English.

2. Presentation Schedule

1) Check Your Poster Code and Presentation Schedule
- Please visit the Download Center (Home > ICCP 2024 > Download Center) menu to check your presentation schedule. (*Schedule is subject to change.)

- The poster code is different from the abstract submission number and has been newly assigned to reflect the presentation keyword category.

- All poster presenters must be present at their designated poster presentation time to explain their work.
2) Mount / Dismount Time (Location: 3F Lobby of ICC Jeju)

<table>
<thead>
<tr>
<th>Process</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mounting</td>
<td>July 14, 2024</td>
<td>15:00 - 18:00</td>
</tr>
<tr>
<td></td>
<td>July 15-19, 2024</td>
<td>09:00 - 13:00</td>
</tr>
<tr>
<td><strong>Poster Presentation</strong></td>
<td><strong>July 15-19, 2024</strong></td>
<td><strong>15:00 - 16:30</strong></td>
</tr>
<tr>
<td>Dismounting</td>
<td>July 19, 2024</td>
<td>18:00 - 19:30</td>
</tr>
</tbody>
</table>

* Please note that any posters not removed by the designated dismounting time will be automatically taken down and discarded.

3. Poster Board Information

- A poster code will be marked on the poster panels by the ICCP Secretariat.
- The poster title, authors, and affiliations should be noticeable on your poster.
- Each poster will be provided with one poster panel.
- Choose any poster size that fits in the poster panel (an example is shown in the figure)
- The ICCP 2024 Secretariat will provide pins to mount your poster.
  - Poster Panel Size: W950mm X H2380mm

4. The winners of the Best Poster Award
will be announced during the poster presentation time on Friday, July 19.
Banquet on Thursday, July 18.

5. Precautions

- **Presenters must print and mount posters themselves.**
- Printed Poster must be prepared in advance. On-site printing will not be available.
- The ICCP 2024 Secretariat is not responsible for any posters that may be left behind, lost, stolen, or damaged.