

Pre-recording Presenter Instructions

10 Minute Rapid / 20 Minute Individual Oral Presentation

All oral presentations are to be conducted in English only, pre-recorded with audio in advance and visible to congress registrants from May 26th. Each presentation has been allocated for a total of 10 minute/20 minute oral abstract. Speakers should plan to present for the full 10 minute/20 minute. Q&A will be optional, but there will not be an opportunity in the congress. The secretariat will not act as a mediator for any questions related to the presentations. Please provide correspondence to any questions on your own within the slides as part of the presentation.

REGISTRATION

Registration Deadline for presenters has been updated!

If you have not fully paid for your registration by **April 11th, 2021** your abstract will be automatically removed.

NOTE: To be a nominee for the student award, presenting must be registered by **February 28th**.

*Student Certification is required to submit when register

About Registration: <https://ipos2020.com/ipos2021/registration/index.html>

Registration Form: https://a-youme.jp/ipos/entry/c_register/enter.php

HOW TO: Submit & Upload your presentation

The submission form will be opened from **February 15th - March 20th**. If you would like to re-submit your presentation, you can change it as any times as you like before the deadline. However, we encourage you to submit your presentations prior to March 20th as it is the absolute cut-off date with no exceptions. Instructions on how to add audio to your PPT can be found here: [How to add audio to your PPT](#)

Presentation MUST meet the following requirements:

- **Slide size must be 4:3.**
- Font must be **Arial, Century or Times New Roman**. Other fonts may cause character corruption.
- File data must be no larger than **100MB**.
- Do not use any animations and insert videos.
- Submit in PPT (Secretariat will convert it to mp4.)

Provided below is the link to our own posing site, so please be sure to submit your presentation there. An email with your ID and password along with the guidelines has been sent to you. Please log in with that information to post your presentation. If you encounter any problems with the browser, please contact the secretariat.

Upload Link: https://a-youme.jp/ipos/entry/c_announce/index.php

HOW TO: Name your submission materials

Please use naming conventions below to save your presentation. It will need to be saved as your assigned Abstract number with your first and last name.

Example:

If your information is:

Session Number: OR_10-10

First name: Stan

Last Name: Smith

Your saved file name would be:

OR_10-10 Stan Smith.pptx

OR_10-10 Stan Smith.ppt

Please do not add any other characters when naming the file. It must begin with a pure number for sorting and programming purposes.

If you experience any difficulties uploading your files, please contact congress@ipos2020.com for further assistance.

Resources

- [How to add audio to your PPT](#)