



Instructions for Short Communications Presenters (Onsite)

Presentation Format

- Only the presenting author should be doing the presentation and addressing the questions during the Q&A segment.

15th & 16th January 2027 (during Main Conference – Onsite in Japan)

- The format for your presentation will be as follows:
 - 4 minutes: Presentation using PowerPoint slide (only **one slide** should be used)
 - 3 minutes: Q&A by judges (and participants if time permit)
- There will be 46 sessions in total (subject to changes) and you will be scheduled to present in one of the sessions (your presentation date and time will be announced later).
- There will be one Judge for each Short Communications session. The best presenter from each session will receive the Merit Award.

Prior to the Conference

Please note that you will need to submit your slide by **9 December 2026** (Dropbox upload link will be provided). While we will load your slides to the room's computer, **kindly also save a copy of your slides in a thumbdrive and bring it to the conference venue** as backup.

Presenters who send in their slide after **9 December 2026** will **not** be collated for the conference. The slides submitted will be deemed as final and no further change/s is/are allowed.

Presentation materials that do not conform to the guidelines (e.g. using only one slide) will not be considered for the awards.

Presentation Slide [PPT format] – presenters may use the sample template provided on the website.

1. Short Communications presenters will share their presentation using a **SINGLE** slide. Sequential animations where content (e.g., text, images, figures, or bullet points) appears progressively with each click is prohibited.

2. Presentation slide should be in English, landscape orientation.
3. Slide dimensions - In MS PowerPoint, go to Design -> Slide Size -> 16:9 (widescreen).
4. Title is to be stated at the top of the slide (Suggested: Arial, 16 pt).
5. Name(s), department(s), institution(s) and country of author(s) should be stated clearly, directly below the title. Name of the presenting author in bold. (Suggested: Arial, 8 pt).
6. The slide should contain the following headings: Introduction, Methods, Results, Conclusion.
7. For the content, the suggested font is Arial, with a minimum font size of 8 pt.
8. Presenters should avoid overloading their slide with text, or images with small elements to allow for better reading.

Files should be saved in the format:

- Abstract ID_Presentation type (i.e. Short Comm) _First name_ Last name
E.g. A1000_Short Comm_Matthew_Tan