

【Oral Presentation File Submission Guide】

[Submission Process Overview]

1. Prepare your presentation file.
2. Upload your presentation file to Dropbox in advance.
3. Complete the file check at the File Check Counter onsite before the deadline.

[Deadlines]

- The submission deadline applies to both file upload and onsite file check. Simply uploading your file is not sufficient — you must complete the file check onsite as well.
- Deadlines are set according to your presentation schedule. You will receive an individual notification e-mail from 30 March to 1 April.

Presentation Date and Time / Submission Deadline

- April 14 AM → April 13, 18:00
- April 14 PM → April 14, 11:00
- April 15 AM → April 14, 18:00
- April 15 PM → April 15, 11:00
- April 16 AM → April 15, 18:00
- April 17 AM → April 16, 11:00
- April 17 PM → April 17, 11:00
- April 18 AM → April 17, 18:00
- April 18 PM → April 18, 11:00

Deadlines are set during the conference period to provide you with sufficient time for both file upload and onsite file check.

† Special Instruction for Speakers in the Morning of April 14

- Please complete your file check during check-in on April 13 at Rizzan before the welcome mixer. The File Check Counter will be located next to the registration desk at Rizzan.

† Special Instruction for Speakers in the Morning of April 17

- Due to the excursion scheduled in the afternoon of April 16, please complete your file upload and file check by 11:00 AM on April 16.

[Acceptable File Formats]

- Only PowerPoint (.pptx) or PDF (.pdf) files are acceptable.
- To ensure smooth uploading and downloading, please reduce the size of your file as far as possible by, for example, compressing images in the file.

[Uploading Your Presentation File]

- A Dropbox file request link and detailed upload instructions will be individually sent to you by e-mail from 30 March to 1 April.
- Please upload your file using the designated link.
- Your file should be named as follows, with an appropriate file extension:
PresentationID_YourFamilyName_VersionNo.FileExtension
For example, oral presentation file of Takema Fukatsu should be named as "KO01_Fukatsu_1.pptx".
- The same link can be used for multiple uploads, allowing you to update your file whenever by the deadline.
- When re-uploading your file, please append a version number at the end of the filename.

For example, "KO01_Fukatsu_1.pptx" → "KO01_Fukatsu_2.pptx"

→ "KO01_Fukatsu_3.pptx"

- If you are attending from a country or region where Dropbox is inaccessible, please upload your file after arriving in Japan.

[File Check Counter]

- April 13: Located next to the registration desk at Rizzan Sea-Park Hotel (see **Image 1**).

- Operating hours: 16:30 to 18:00

- From April 14 onward: Located in the Office Room near the Multipurpose Space/poster venue (see **Image 2**).

- Operating hours: 09:00 to 18:00

- April 16: Due to the excursion, the counter will be open for a shorter period.

- Operating hours: 09:00 to 11:00

[Presentation Guidelines]

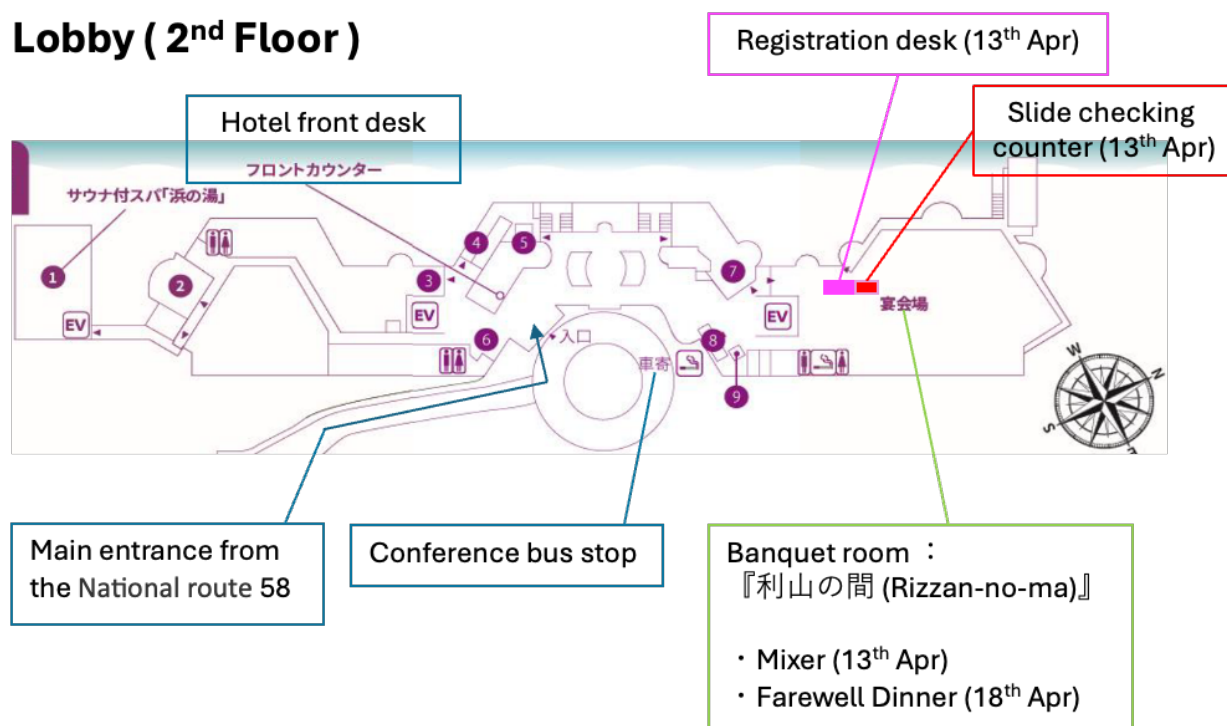
- The pre-checked file will be downloaded onto the podium PC for your presentation.

- Personal laptops cannot be used for presentations.

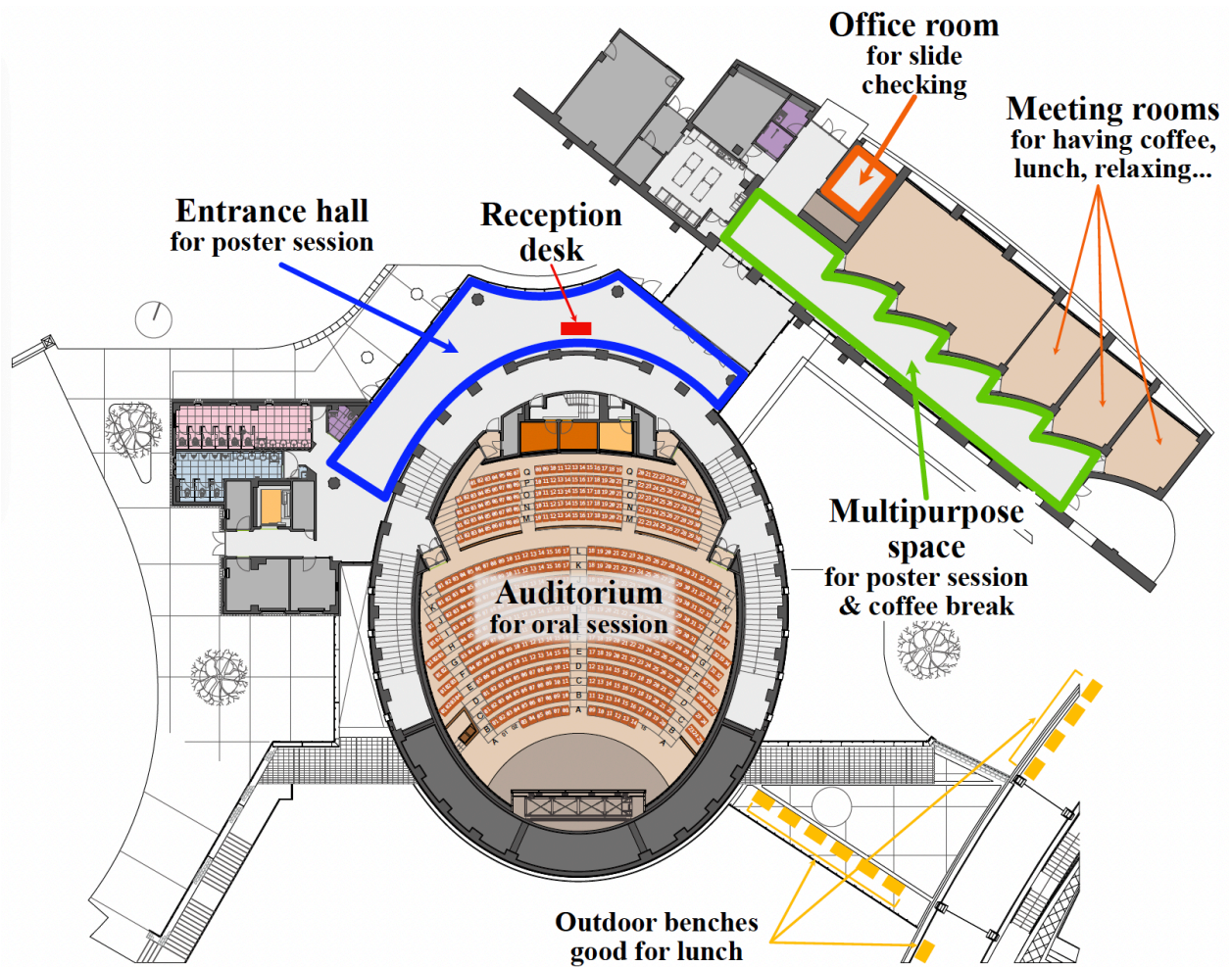
- Presentation duration: 15 minutes including Q & A.

- After your presentation, the organizing committee will securely delete your submitted file and it will never be retrieved for any reason.

Lobby (2nd Floor)



(Image 1) Location of the file checking counter at Rizzan on 13 April



(Image 2) Location of the office room for file checking at OIST (14-18 April)

For more information, see the official website.
<https://web.tuat.ac.jp/~insect/wolbachia2025/>