

ORAL Speaker Guidelines V3.0

(updated on October 24th, 2025)

IMPORTANT DATES & SCHEDULE

Upcoming Deadlines

3. Submission Deadline for Distribution Data (PDF, in English, included in the Proceedings):
Friday, October 31, 2025
Submission Deadline for Publication Permission Form (PDF): **Friday, October 31, 2025**
4. Submission Deadline for Presentation Data (PowerPoint, in English): **Monday, November 10, 2025**
5. **New!** Speaker Briefing with the session chairs
Venue: Room 505
Session 1 speakers: 12:30, November 25
Session 2 speakers: 15:15, November 25
Session 3 speakers: 18:00, November 25
Session 4 speakers: 12:25, November 26

Completed

1. Speaker Participation Confirmation Deadline: **Wednesday, September 17, 2025**
2. Speaker Registration Deadline: **Wednesday, September 17, 2025**

Presentation Time

Oral presentation is allocated **20 minutes**:

- **15 minutes** for the talk, and
- **5 minutes** for Q&A.

Authors' Interview

An author's interview is scheduled during the break following your presentation.

Please bring a hard copy of your presentation (A4 size, in color or black and white) and post it on the board with your paper number.

Proceedings

The Proceedings will include:

- The submitted abstract, and
- The presentation file (PDF, up to 20 slides) submitted by **Friday, October 31, 2025**.

3. Submission Deadline for Online Proceedings – Deadline: October 31, 2025

1) Presentation data for distribution

This data will be included in the Proceedings.

- **Language:** English
- **Format:** Prepare in PowerPoint, submit in PDF format
- **Length:** Maximum 20 slides (including cover)

The Proceedings will be distributed online to participants approximately one week before the symposium.

2) Publication Permission Form

- Submit in **PDF format**
- Each author must submit this form to allow publication and distribution of abstracts and presentation materials in the Proceedings.
- Submission will be conducted **online only**.

4. Submission of Presentation Data – Deadline: November 10, 2025

Please submit your **PowerPoint presentation data** for projection by this date.

No updates or revisions will be accepted after the deadline.

- **Language:** English
 - **Format:** PowerPoint
 - **Length:** Maximum 20 slides (including cover)
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5. **New!** Speaker Briefing with the session chairs

During the conference period, speakers are requested to attend a briefing with their session chair prior to your presentation.

The session chairs will provide instructions regarding the session procedure, including the presentation and Q&A. Please join the briefing scheduled for your session.

Venue: Room 505

Session 1 speakers: 12:30, November 25

Session 2 speakers: 15:15, November 25

Session 3 speakers: 18:00, November 25

Session 4 speakers: 12:25, November 26

Preparation Guidelines for Oral Speakers

You are required to prepare the following materials:

- **Presentation Materials** (two types: for projection in PPT format, and for distribution in PDF format)

Please note that **hardcopy proceedings will not be provided**. Only online download proceedings will be distributed.

For the audience's convenience, prepare materials that are easy to read, following the guidelines below.

Do not include any "Confidential" or similar markings in your presentation materials.

Presentation Materials (PDF for distribution / PPT for projection)

- **Font:** Arial
- **Font size:** Title 44–48pt; Text 28–32pt
- **Slide orientation:** Landscape
- **Language:** English
- **Cover slide must include:**
 - Presentation title
 - Speaker details (name, position, affiliation, email address)
 - Paper area and ID number (e.g., FD-O-999)

Data Submission Procedure

- All presentation materials must be submitted **online**.
- Maximum file size: **5 MB** (compress files if necessary).
- After submission, you will receive an automatic confirmation email.

If you do not receive this message, please contact the Secretariat.

Failure to submit by the deadline may result in exclusion from the Proceedings and possible removal from the program.

If timely submission is difficult, please consult the Secretariat in advance.

Online Submission

Please proceed to the **Online Submission Page** via the acceptance notification screen.

Special Notes

Handling of Information

All information presented at the symposium will be regarded as **non-confidential**.

Proceedings and other materials will not include any markings such as "confidential" or "proprietary."

Presentation Language

The official language of **AEC/APC Symposium Asia 2025** is **English**.

Automatic translation service (Japanese ↔ English) via WORDLY will be provided for technical and tutorial sessions.

AV Environment

The Secretariat PC for projection will be equipped with **PowerPoint for Microsoft 365**.