



## ***International Conference on Advanced Imaging 2021***

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### **Interactive Session Preparation Guide**

This guide describes presentation method and how to prepare a presentation slides necessary for the interactive session at Imaging Conference on Advanced Imaging 2021.

The author is required to upload the presentation slide files for the short presentation (PPT file) directly to the ICAI website on EasyChair no later than;

**September 20, 2021**

#### **Interactive Presentation Method**

- ✓ Interactive presentation consists of 3-minute short oral presentation in the morning of 4th October and poster exhibition in the afternoon of the same day. Both will be held online.
- ✓ Your 3-minutes short presentation slides with audio will be merged to one file and delivered continuously. You do not have to give real time talk.

#### **Presentation Slides Preparation for Short Presentation**

- ✓ The PowerPoint used for the presentation should be compatible with office365. The slide size should be 4: 3. Please be sure to attach the presentation audio.
- ✓ The number of sheets is not specified. Please strictly adhere to the 3-minute limit.
- ✓ Font size, font color, background template can be used freely. Animation is basically disabled. Since all PowerPoints are combined in the short presentation, the design template will not be available.
- ✓ When using images, please pay attention to the amount of data, such as dropping it to an appropriate number of pixels.
- ✓ Please indicate the presentation number in the upper right corner of the title page. On the content page following the title page, please indicate the name of the presenter (only the representative is acceptable) and the affiliation (abbreviation is acceptable) at the bottom of each slide.
- ✓ Please add your talk to your PPT file. How to add audio is described at the end of this guide.
- ✓ Please upload the slide files with audio to the ICAI website on EasyChair. The deadline for upload is September 20 (Monday).

#### **Poster Exhibition**

##### **Poster Exhibition Method**

- ✓ Poster exhibition will be held online by using Zoom Breakout Room. ICAI office will prepare and allocate the rooms prior to the exhibition.



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- ✓ There are three groups for the exhibition. One group contains eight or nine posters and it has one hour exhibition time. The grouping and exhibition time are as follows.

Group	Paper number	Exhibition time
1	07, 08, 09, 17, 20, 21, 23, 26, 28	13:30 - 14:30
2	32, 33, 34, 35, 39, 46, 49, 50	14:40 - 15:40
3	51, 52, 54, 56, 57, 59, 60, 66	15:50 - 16:50

- ✓ A signal to end the breakout room will be given 5-minute prior to the end of the group session, and the session will be forcibly terminated when the time comes.

### Poster Exhibition Presentation

- ✓ Please make a brief presentation to the participants using PowerPoint or the other media and discuss with them if required. You can use videos or the other equipment.
- ✓ Since the exhibition will be held Zoom online, it is possible to exhibit samples and/or make demos by using your PC web camera or commercial video camera etc.

### Award

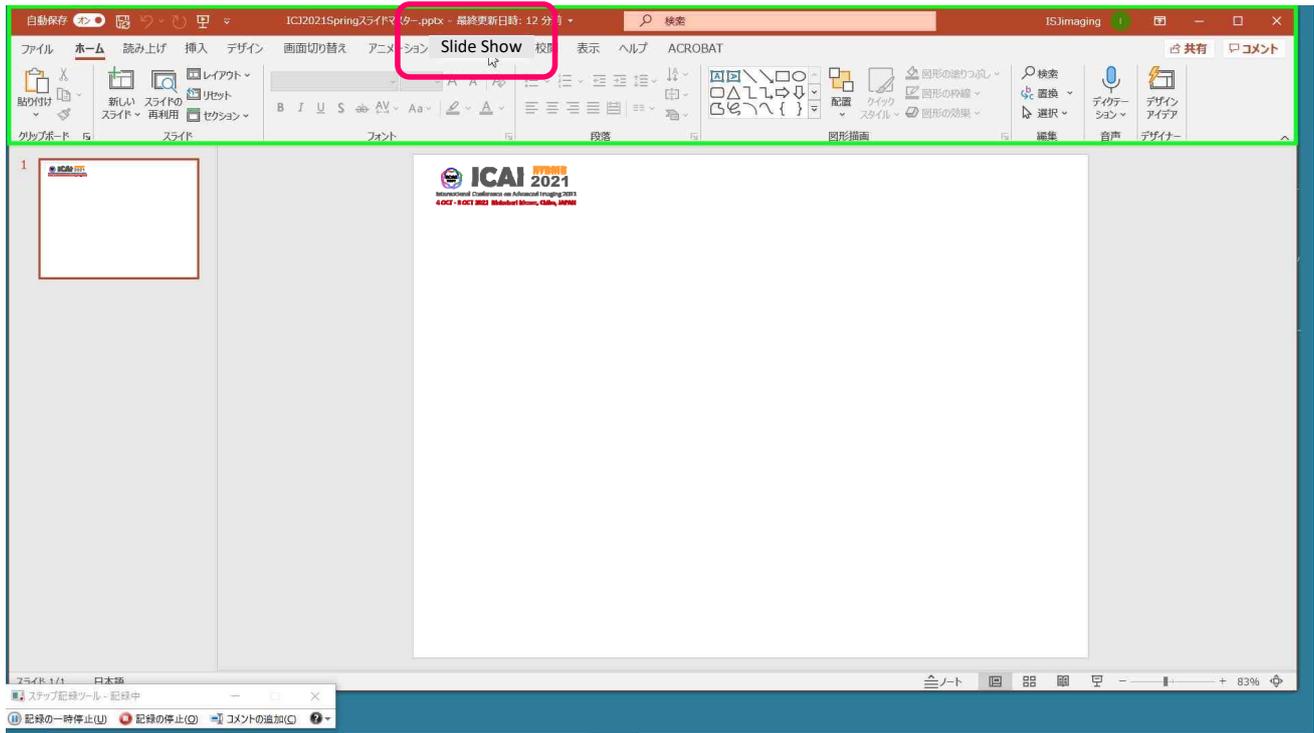
- ✓ We are planning to present the ICAI2021 Best Poster Award.

### Contact

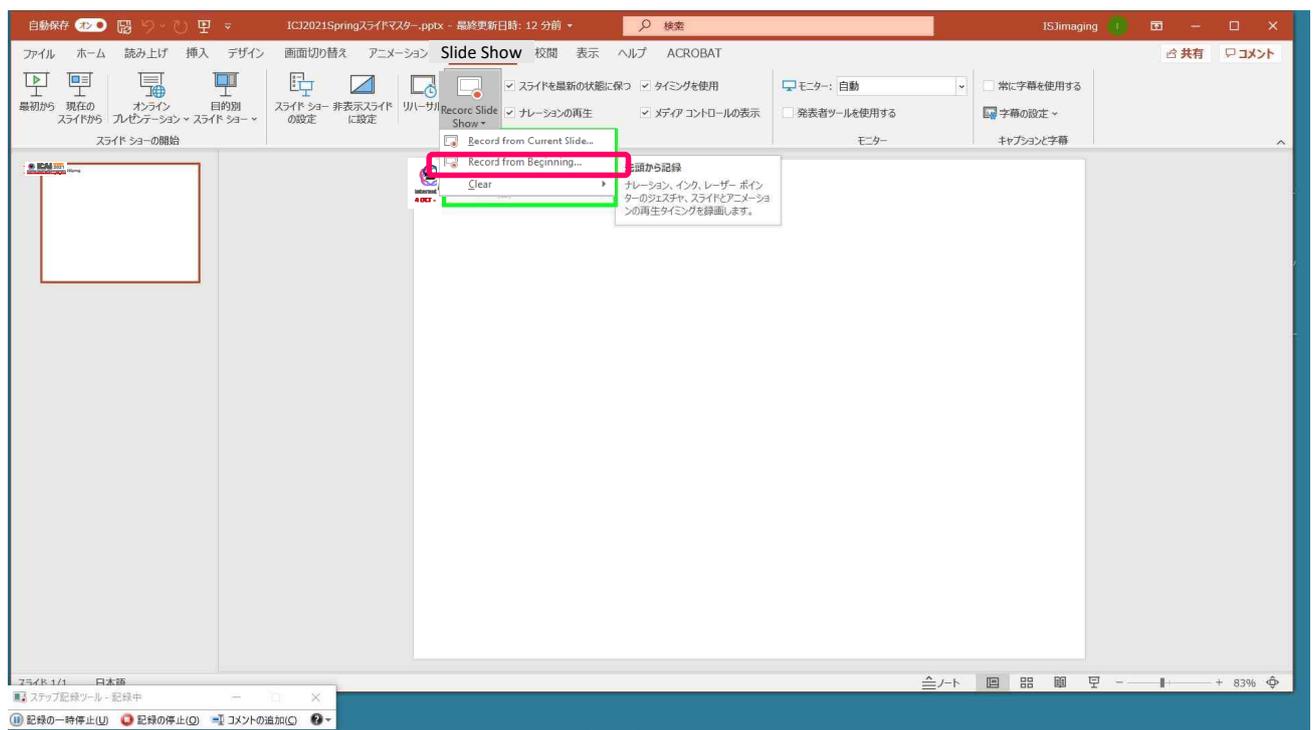
If you have any questions or concerns, please contact ICAI2021 office via [icai@isj-imaging.org](mailto:icai@isj-imaging.org).

# Audio recording procedure

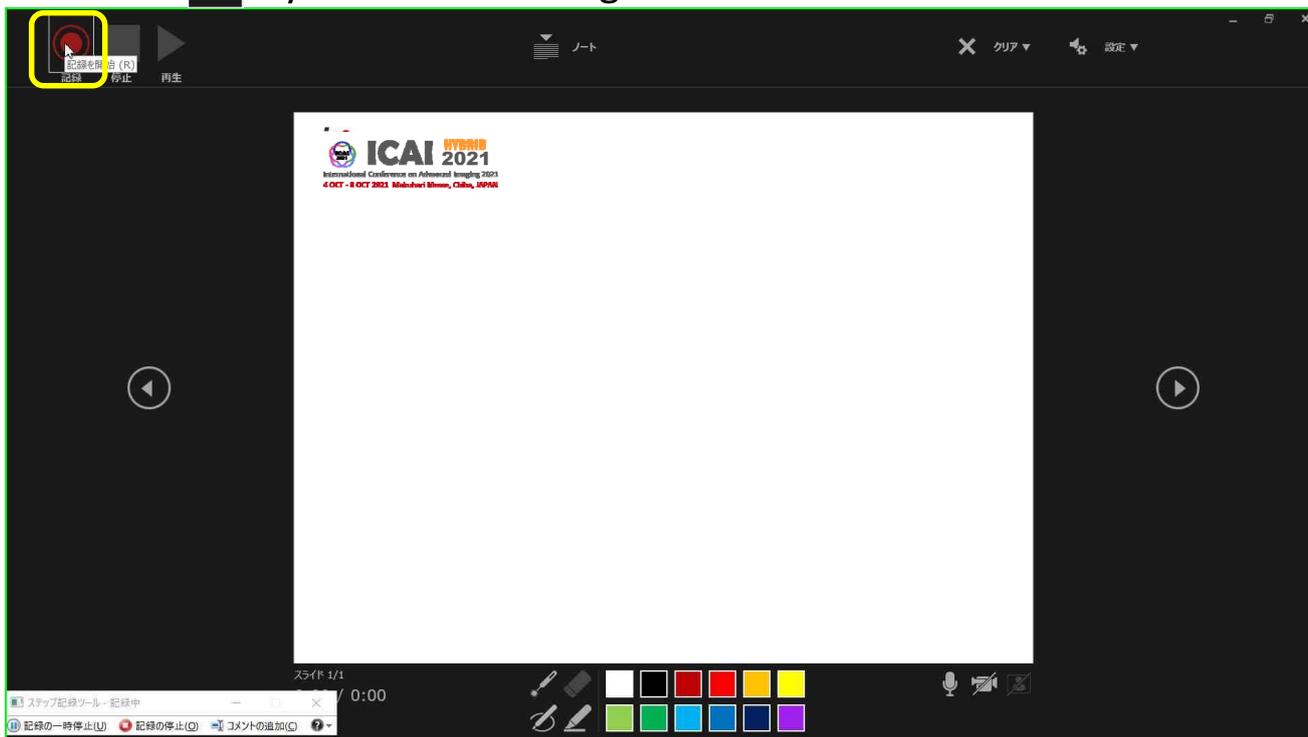
1. Open your ppt file for the presentation and click "Slide Show."



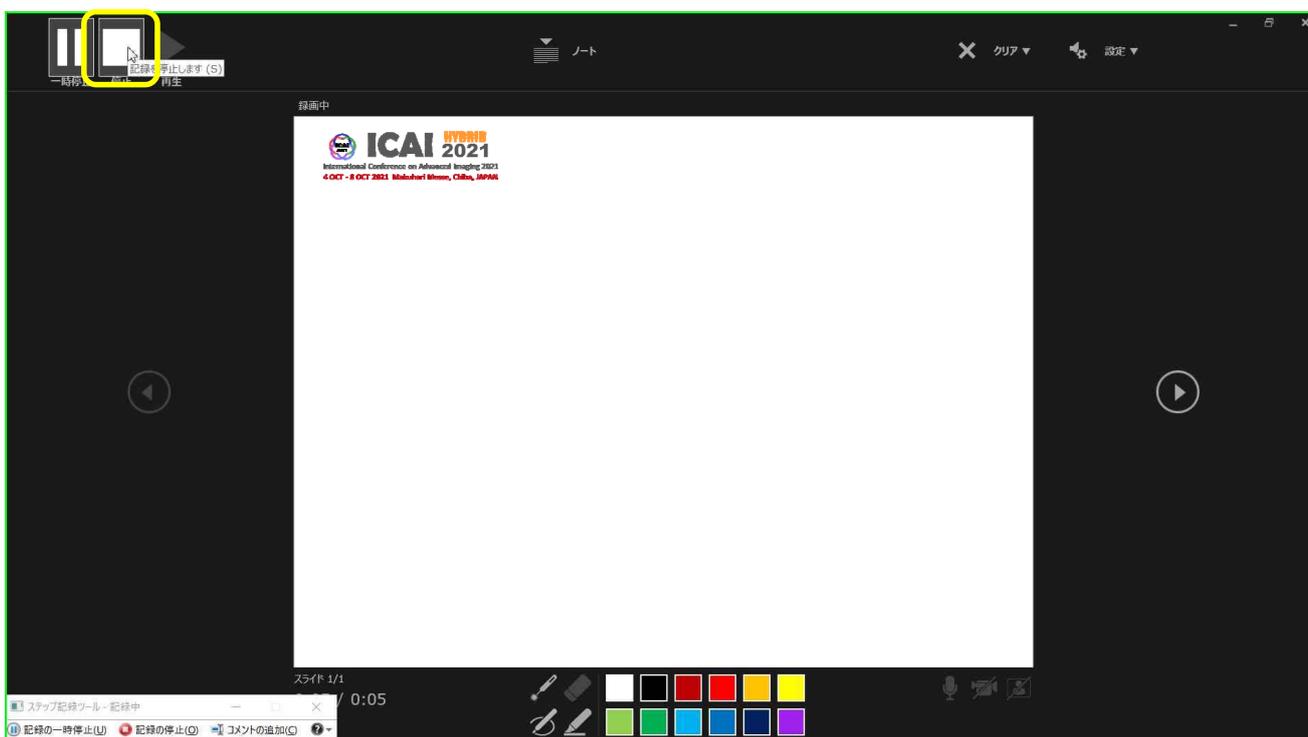
2. Click "Record Slide Show" from the Slide Show menu and select "Record from Beginning."



3. Click the "Record" button on the upper left in the next screen shown below. Talk your presentation contents after countdown. Click  if you would like to go to the next slide.



4. Stop recording by clicking "Stop" button  if you finished all of your talk.



5. You can confirm recorded audio by clicking "Play" button. Close screen and save the file if you have completed recording.

