

# Guidelines for Poster Presenters

## Presentation outline

### 1. Format:

In-person Format only

### 2. Official language

English

### 3. Venue:

Main Hall (1<sup>st</sup> Floor), Rainbow Hall (2<sup>nd</sup> Floor) or Corridor (2<sup>nd</sup> Floor) in Tokachi Plaza

Presentation, Mounting and Removal of Posters time

	Poster set-up	Presentation	Poster removal
Poster Session 1: Odd-numbered posters	June. 23 (Tue.) 15:30 - June. 24 (Wed.) 10:30	June. 24 (Wed.) 11:00-11:30	June. 24 (Wed.) 12:00-13:30
Poster Session 1: Even-numbered posters		June. 24 (Wed.) 11:30-12:00	
Poster Session 2: Odd-numbered posters	June. 24 (Wed.) 15:30 - June. 25 (Thu.) 10:30	June. 25 (Thu.) 11:00-11:30	June. 25 (Thu.) 12:00-13:30
Poster Session 2: Even-numbered posters		June. 25 (Thu.) 11:30-12:00	
Poster Session 3: Odd-numbered posters	June. 25 (Thu.) 15:30 - June. 26 (Fri.) 10:30	June. 26 (Fri.) 11:00-11:30	June. 26 (Fri.) 12:00-13:30
Poster Session 3: Even-numbered posters		June. 26 (Fri.) 11:30-12:00	

### 4. Restricted activities for participants

Please note that participants are not permitted to record presentations or copy any conference materials (such as the Book of Program, abstracts, or proceedings) for distribution to others. Thank you for your cooperation in maintaining the integrity and security of the conference.

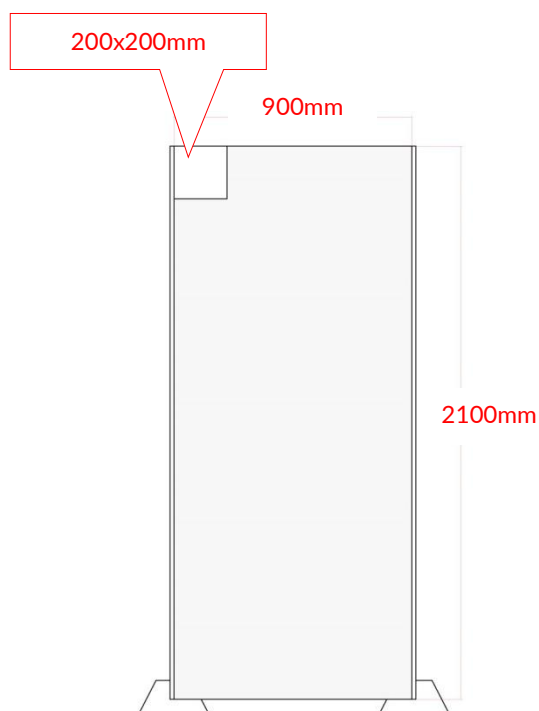
### 5. Poster board

Presenters will be provided with a H2100 X W900 mm poster board and mounting pins. The poster number will be attached by the organizer in the upper left corner of the board.

The recommended poster size is A0 (841 X 1189 mm).

The board can be used pins to mount your poster. We will prepare it for you near the board.

Poster numbers will be announced to you around May 20, 2026.



### What you should prepare...

**1. Abstract book**

The Abstract Book (digital proceedings) will be available for download from the website about 3 weeks prior to the event.

**2. Name badge**

The QR code for onsite check-in will be issued on the day of the event. Please be sure to bring it with you.

**3. QR code for checking-in**

You will find your QR code on the name card as above.

**4. Program book**

The program book will be distributed at the venue on the day of the event.

**5. Printed posters**

The recommended poster size is A0 (841 X 1189 mm). Poster printing services by the secretariat are not available.

### On the day

Checking-in <i>(On your first day only)</i>	Check-in the registration desk at the entrance of the venue using QR code. You will receive a name and the book of program and Abstracts at the desk.
Mounting posters	Presenters are responsible for mounting their posters according to the time schedule as above.
	Presenters for poster sessions are requested to present in front of their own poster boards according to the above time.
Session starts	Please start your presentation at the scheduled time, and then proceed with discussion or Q&A with the participants.
After poster session	Presenters are required to remove them just after the session. Any posters left on board after the sessions will be discarded.

### Certificate of presentation and certificate of attendance

The certificate of presentation and the certificate of attendance will be issued only upon request.

Please note that both certificates will be issued after the conference. If you wish to receive either certificate, kindly contact us after the event at [icar2026@ec-mice.com](mailto:icar2026@ec-mice.com).

### In case of no-show

If you are a no-show and don't give a presentation during the session, we cannot issue the certificate of Presentation to you.