

ORAL Speaker Guidelines

IMPORTANT DATES

1. Speaker Participation Confirmation Deadline: **Wednesday, September 17, 2025**
2. Speaker Registration Deadline: **Wednesday, September 17, 2025**
3. Submission Deadline for Distribution Data (PDF, in English, included in the Proceedings): **Friday, October 31, 2025**
4. Submission Deadline for Publication Permission Form (PDF): **Friday, October 31, 2025**
5. Submission Deadline for Presentation Data (PowerPoint, in English): **Monday, November 10, 2025**

Presentation Time

Oral presentation is allocated **20 minutes**:

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

Authors' Interview

An Authors' Interview session will be arranged.

Please bring a printed copy of your presentation and post it on the board with your paper number during the break after your presentation.

Proceedings

The Proceedings will include:

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

1. Speaker Participation Confirmation Deadline: September 17, 2025

Authors whose papers have been accepted to **AEC/APC Symposium Asia 2025** are requested to confirm their participation via the acceptance notification page (your page).

Your participation at AEC/APC Symposium Asia 2025 will not be confirmed until you click the confirmation button. In case that you need to communicate with the secretariat, please contact aecapc_2015@semiconportal.com.

If, after final acceptance, you are unable to attend, please arrange for an alternate speaker.

On the confirmation page, you will also be asked to confirm permission for:

- **Abstract publication on the Symposium Website**, and
- **Inclusion in the online Proceedings (downloadable format)**.

If you do not agree to this, please indicate so on the confirmation page or contact the Secretariat (aecapc_2025@semiconportal.com).

If no response is received by the deadline, consent will be assumed.

2. Speaker Registration – Deadline: September 17, 2025

Please complete your **speaker registration** by the deadline.

The registration fee for speakers is equivalent to the early-bird fee.

If registration cannot be confirmed by the deadline, your presentation may be regarded as withdrawn.

If you anticipate a delay, please contact the Secretariat.

The registration URL is provided on the acceptance notification page.

3. Submission of Distribution Data – Deadline: October 31, 2025

This data will be included in the Proceedings.

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

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

4. Submission of Publication Permission Form – Deadline: October 31, 2025

- 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**.

5. 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) for poster speakers

Preparation Guidelines for Interactive Poster 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) will be provided for technical and tutorial sessions.

AV Environment

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