

Interactive Poster 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**

What is an Interactive Poster Session?

The interactive poster session consists of:

- **3-minute FLASH presentation**, followed by a **Poster session**.

In the 3-minute flash presentation, please provide an overview of your poster presentation.

During the poster session, please display your poster on the designated board marked with your paper number and present it directly to attendees.

Presentation Time

Each speaker has **3 minutes** for the flash presentation. No Q&A.

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If registration cannot be confirmed by the deadline, your presentation may be regarded as withdrawn.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 4 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 4 slides (including cover) for poster speakers
-

Preparation Guidelines for Interactive Poster Speakers

You are required to prepare the following materials:

- **Poster Data** (no submission required, bring and display onsite)
- **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.*

Flash 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)

Poster (No prior submission required)

The poster must include:

- Poster title
- Speaker details (name, position, affiliation, email address)
- Paper area and ID number (e.g., FD-P-999)

Poster size and display area:

- Display area: 900mm (W) × 1300mm (H)
- Poster board size: 900mm (W) × 2100mm (H)
- Please bring your poster and display it on the designated board with your paper number **before the poster session begins**.
- Remove your poster after the session. The Secretariat will not take responsibility for storage or disposal of posters.

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**.