

## Guidelines of the 26<sup>th</sup> meeting of Theoretical Chemistry

### Arrival

- Please come to the chair's seat in the session room at least 10 minutes before the start of the session.
- In case of any changes in the order or time of presentations, please let the staff know.

### Oral Presentation

- Tuesday, May 21-Thursday, May 23, 2024
- Hall, 3<sup>rd</sup> floor, University Hall, University of Tsukuba
- Face-to-face

### Poster presentation

- Wednesday, May 22-Thursday, May 23, 2024
- Multipurpose Hall and lounge, 2<sup>nd</sup> floor, University Hall, University of Tsukuba
- Face-to-face

### About oral presentation

- Oral presentations will be held face-to-face only.
- Time for presentation: 15 minutes (presentation 12 minutes, Q&A 3 minutes)
- Please use your own laptop to present your lecture.
- Please save your presentation file in PDF format on a USB drive and bring it with you.
- Please bring your own external output adapter (connector) for the HDMI type-A.
  - Noted: VGA adaptor for mini D-sub 15 pin and USB-C port are not provided.
- During the break before your session starts, please contact our staff to check the connection of your laptop.
- Please be sure to bring an AC adaptor for your computer.
- Please deactivate the screensaver and power-saving mode of your laptop.
- Please follow the chairperson's instructions for the progress of the session.
- Please control your own slides during your presentation.
- Please set the aspect ratio to 16:9.

### About Poster presentation

- The panel space is 90 cm wide x 210 cm high.

- The size of a poster is A0 (841 mm × 1,189 mm) .
- Place a small circle mark to the left of the presenter's name.
- Poster rooms are multipurpose halls and lounges on the 2<sup>nd</sup> floor of the University Hall.
- Posters must be shown on the designated panel before the poster session starts on the same day as the presentation.
- The tags with the presentation numbers, pins, and tape for attaching will be provided by the executive committee.
- Presentations are performed individually during the session.
- Please remove your poster after the poster session is over.
- Posters that remain after the posting period will be removed and discarded by the executive committee.

#### **About the venue**

- Wireless LAN is available at the meeting venue.
- Eating and drinking are only allowed in the non-carpeted area.
- In the hall and the front of the hall, eating and drinking are prohibited.

#### **About Reception**

- The registration desk is in room 2 on the 3<sup>rd</sup> floor of the University Hall.
- Pre-registered participants will receive a certificate of participation (name tag) at the desk.
- Participants who register on the day of the meeting must complete the registration procedures at the registration desk.
- Please fill out the questionnaire from Tsukuba City about using hotels in Tsukuba City.
- You can feel free to temporarily store your baggage, please contact the reception desk.

#### **About the Banquet (Only people who will attend)**

- The banquet is open to registered attendees only.
- The banquet venue is the restaurant "Tsukuba Demi" on the 1<sup>st</sup> floor of the University Hall.
- Participants are required to wear the participation certificate and nametag.

If you have any questions, please contact us at [theochem26@jstc.org](mailto:theochem26@jstc.org)