

## Guidelines for the 28th meeting of the Japan Society of Theoretical Chemistry

### Oral Presentations

- Dates: Monday, May 18 – Wednesday, May 20, 2026
- Venue: Okayama University 50th Anniversary Hall
- Face-to-face

### Poster Presentations

- Dates: Tuesday, May 19 – Wednesday, May 20, 2026
- Venue: Okayama University 50th Anniversary Hall, 2<sup>nd</sup> floor meeting room
- Face-to-face

### Speaker Guidelines

- Oral presentations will be held face-to-face only.
- Presenters should use their own laptop computers.
- Projectors will be connected using HDMI cables. Online streaming and Zoom- or similar platform-based connections will not be available.
- Please check the connection with your laptop during the break before your session begins. Presenters are responsible for bringing their own adapter, if needed, for HDMI Type A output.
- Please use PowerPoint in slideshow mode during your presentation.
- Audio during presentations will be amplified using a microphone.
- Please follow the instructions of the session chair. Presenters are responsible for operating their own slides during the presentation.
- Please save your presentation file to a USB flash drive and bring it with you in case of technical difficulties. There is no need to submit presentation materials in advance.
- A widescreen slide format with an aspect ratio of 16:9 is recommended.
- The 20-minute presentation time consists of 15 minutes for the talk, 4 minutes for questions and answers, and 1 minute for transition.

### Poster Guidelines

- Posters should generally be prepared in A0 size, 841 mm × 1,189 mm, in portrait orientation.

- The poster venue is the Meeting Room on the second floor of the symposium venue.
- Please put up your poster on the designated poster board before the start of the poster session on your presentation day.
- Presentation number tags will be posted by the organizing committee. Pins for attaching posters will also be provided by the organizing committee.
- Presenters may give their presentations freely during the poster session time.
- Please remove your poster promptly after the poster session ends. Posters left after the display period will be removed and disposed of by the organizing committee.

#### Venue Information

- Wireless LAN (eduroam) will be available at the symposium venue.
- Eating and drinking are not permitted in the conference rooms.

#### Reception

- The reception desk will be located near the entrance of Okayama University 50th Anniversary Hall.
- For participants who registered in advance, we will email the participant badge/name tag and receipts for the symposium registration and banquet fees. Please print them in advance.
- Participants registering on the day of the event should complete the registration procedure at the reception desk.
- The reception desk and cloakroom will be open during the following hours:
  - Day 1, May 18: 9:00 a.m. – 6:20 p.m.
  - Day 2, May 19: 8:45 a.m. – 6:10 p.m.
  - Day 3, May 20: 8:45 a.m. – 4:30 p.m.
- We can store your luggage at the reception and cloakroom on the days of the event only. Please keep all valuable items with you.
- The cloakroom will be carefully watched, but there is still a possibility that the luggage may be lost, damaged, or soiled. Please note that, in the unlikely event of an issue, the organizers will not be held responsible.

#### Banquet

- Only registered participants who have completed the payment can attend the banquet.

- The banquet venue is the 3F Restaurant of the Okayama University Co-op Peach Union.
- Attendees must wear their badge/name tag.