

## **Guidelines for Symposium Speakers (Guidelines “S”) Rel. 1**

If you are nominated as a Symposium Speaker in a symposium by a Symposium Organizer, please submit your presentation by the following guidelines.

ICE2024 will be held ON SITE in Kyoto, basically in accordance with the Japanese government's safety standards for infectious diseases. Due to budgetary constraints, Symposium Speakers for each symposium are not provided with honoraria, travel expenses, etc. We would appreciate your thoughtful understanding and kind cooperation regarding this matter.

### 1. “Call for Papers” (September 1 - December 15, 2023)

Each Symposium Speaker needs to complete registration before the abstract submission on the ICE2024 website: <https://ice2024.org/>. Earlybird registration is available for a discount. Time for an oral presentation is 15 min including discussion, or 30 min as requested by the Symposium Organizer.

- 1.1 Required information of the presenter: name, email address, affiliation, and so on.
- 1.2 Input the symposium in which you are supposed to have a talk.
- 1.3 Input the title of presentation.
- 1.4 Input the abstract up to 3000 characters.
- 1.5 The schedule of presentations will be opened on the website: <https://ice2024.org/> in April, 2024.

## **Guidelines for Submission of General Presentation (Guidelines “G”) Rel. 0**

ICE2024 calls for presentations from September 1 to December 15, 2023 on the website: <https://ice2024.org/>. Please submit your presentation by the following guidelines. ICE2024 will be held ON SITE in Kyoto, basically in accordance with the Japanese government's safety standards for infectious diseases.

### 1. “Call for Papers” (September 1 - December 15, 2023)

Each general presenter needs to complete registration before the abstract submission on the ICE2024 website: <https://ice2024.org/>. Earlybird registration is available for a discount. Every presenter can have one presentation in ICE2024.

- 1.1 Required information of the presenter: name, email address, affiliation, and so on.
- 1.2 Select a section that you want to present from the list of the Scientific Sections. If there is no suitable one in Section No. 1-19, select Section No. 20 (“Others”).
- 1.3 Following to the step 1.2, select a symposium that you want to present from the list of the symposia in the section. If there is no suitable symposium, select “Others”.

- 1.4 Input the title of presentation.
  - 1.5 Input the abstract up to 3000 characters.
  - 1.6 Select the type of presentation, “oral”, “poster”, or “oral or poster”
  - 1.7 Time for an oral presentation is 15 min including discussion. Sessions will be 9:30 - 12:00 in morning, 13:30 -16:00 in afternoon, and 16:30 -19:00 in the evening.
  - 1.8 The size of poster should be A0 (84.1cm x 118.9cm). In the upper left corner of your poster, please indicate your poster number, which will be determined in April. Poster presentation will be from 12:00 to 13:30 of Monday, Tuesday, Wednesday, Thursday, and Friday.
  - 1.9 Scientific Section Convenors or Symposium Organizers may request revisions.
2. Decision of the symposium/section (December 16, 2023 - April 30, 2024)
- 2.1 After your submission, Symposium Organizers may consider inviting you to their symposium depending on your request. If you are invited to a symposium, you will be informed in February, 2024.
  - 2.2 Presentations, except for those picked up as Symposium Speaker’s talks, are automatically arranged in an *ad hoc* session by the Scientific Program Committee. The schedule of presentations will be opened on the website: <https://ice2024.org/> in April, 2024.
  - 2.3 Some presentation types may be changed from “oral” to “poster” if the number of oral presentations exceeds the upper limit of the capacity of program. If the type of your presentation is changed, you will be informed in March, 2024.
  - 2.4 Some general presenters may be asked to be a chairperson in the session. If you are asked, you will be informed in March, 2024.