

Information for Chairs and Speakers

I. Instruction for Chairs

1. Chairs of Sessions in Room 1

Chairs should be sure to arrive at the front right side of Room 1 (Eminence Hall) 15 minutes before the session start time.

2. Chairs of Sessions in Room 2

Chairs should be sure to arrive at their designated booth at Room 2 (Ohgi) 15 minutes before the session start time.

II. Instruction for Speakers

1. Speakers of Sessions in Room 1

Speakers in Room 1 (Eminence Hall) are asked to give a talk within the allotted time below. Please make sure to check in your presentation materials at the Data Check-in Counter in the Room Nishiki foyer on the 4th floor before your presentation session. If you have prepared the presentation data on a Macintosh, you are required to bring your laptop with a VGA D-Sub 15-pin output connection. Please also make sure to arrive in the front left of the session room at least 15 minutes before your presentation start time.

Session	Presentation Time	Q&A
Invited Speakers Session	10 min	5 min
Image-guided Liver Surgery Session	10 min	5 min
Bleeding Control Session	10 min	5 min
Robotic Session	10 min	5 min
Parenchymal Transection Session	10 min	5 min
Satellite Symposium	10 min	5 min
Selected Free Papers	7 min	3 min
Best Video Session	7 min	3 min

Data Check-in Counter Open Hours

May 9th	7:30-16:55
May 10th	7:30-16:35
May 11th	7:30-14:15

2. Speakers of Sessions in Room 2

Speakers of sessions in Room 2 – those who were invited to present their abstracts in an Oral or Video Session – are asked to be present in the Room 2, Ohgi on the 4th floor of the South Tower 15 min prior to your session. Allotted time for each session is as follows.

Session	Presentation Time	Q&A
Oral Session	5 min	2 min
Video Session	7 min	3 min

3. ePoster

Those whose abstracts have been selected for presentation as ePosters will have their data shown in the ePoster Viewing Area on the 4th floor of the South Tower. Participants will be able to visit the ePoster Viewing Area at any time during the congress. Note that this is not a verbal presentation, and there are no specific session times for the presentation of ePosters.