Instruction for Oral Presenters (Oral Sessions and Special Sessions)

1. Program at a Glance

1st day (July 1st)

	Clock Tower		Shiran Kaikan		
	Hall	International Hall	Inamori Hall	Yamauchi Hall	Foyer
	9:00-9:30 Reception				
	9:30-10:30 Opening & Plenary 1A				
	10:45-11:30 Plenary 1B				
	11:30-12:00 Shotgun 1				
		12:00-13:30 Lunch Break			
			13:15-14:45 Special Session 1A (Electrification)	13:15-14:45 Special Session 1B (Benchmarking)	13:15-14:15 Poster Session 1A
					14:15-15:15 Poster Session 1B
			Coffee Break		
			15:00-16:20 Oral Session 1A	15:00-16:20 Oral Session 1B	15:40-16:40 Poster Session 2A
			Coffee Break		16:40-17:40 Poster Session 2B
			16:40-18:00 Oral Session 2A	16:40-18:00 Oral Session 2B	

2nd day (July 2nd)

	Clock Tower		Shiran Kaikan		
	Hall	International Hall	Inamori Hall	Yamauchi Hall	Foyer
	9:15-10:30 Plenary 2A				
	10:45-11:30 Plenary 2B				
	11:30-12:00 Shotgun 2				
		12:00-13:30 Lunch Break			
			13:15-14:45 Special Session 2A (Crowdsourcing)	13:15-14:45 Special Session 2B (Evaluation)	13:15-14:15 Poster Session 3A
					14:15-15:15 Poster Session 3B
			Coffee Break		
			15:00-16:20 Oral Session 3A	15:00-16:20 Oral Session 3B	15:40-16:40 Poster Session 4A
			Coffee Break		16:40-17:40 Poster Session 4B
			16:40-18:00 Oral Session 4A	16:40-18:00 Oral Session 4B	

3rd day (July 4th)

	Clock Tower		Shiran Kaikan		
	Hall	International Hall	Inamori Hall	Yamauchi Hall	Foyer
			9:00-9:30 Shotgun 3		
			9:30-10:50 Oral Session 5A	9:30-10:50 Oral Session 5B	9:50-10:50 Poster Session 5A
			Coffee Break		10:50-11:50 Poster Session 5B
			11:10-12:30 Oral Session 6A	11:10-12:30 Oral Session 6B	
		12:30-14:00 Lunch Break			
	14:00-15:20 Oral Session 7				
	Coffee Break				
	15:40-17:20 Plenary 3				
	17:20-17:40 Closing				

- Please check your presentation time in the program.
- Oral sessions are highlighted in dark orange, and special sessions are shown in grey.

2. Presentation Time

- Each presenter will have a total of 20 minutes: 15 minutes for the presentation and 5 minutes for Q&A/discussion

3. Presentation Equipment

- You may use the provided Windows 11 laptop prepared in each presentation room. It has Microsoft PowerPoint and Adobe Acrobat Reader pre-installed. If you would like to do so, please upload your presentation slides by June 25. Please refer to Section 6 as to how to upload your slide. The presentation will then be ready for you.
- Alternatively, you may use your own device. In that case we encourage you to come well advance of the session to test the connection. An HDMI connection will be available for those who wish to use their own devices.

4. Preparation Before Your Presentation

- Please let the session chair know that you are present before the session and be in the room well before the session starts.

5. Presentation Rooms

- Sessions are labelled with numbers (session sequence) and letters (room designation). 'A' Sessions will be held in Inamori Hall; 'B' Sessions will take place in Yamauchi Hall, both on the upper floor of Shiran Kaikan.
- All Plenary Sessions, as well as the Opening, Closing, and Oral Session 7, will be held at the Clock Tower Centennial Hall.

6. Upload your presentation file via EasyChair (optional)

- Please log in as author (not program author), then click "My submissions", then click on "add or update files". Besides the paper upload field, there you will see three added upload fields.
    1. Presentation file.
       If you would like to use the venue's PC for presentation, please upload your presentation slide by **June 25**. We will not use the files uploaded here for any other purposes than to facilitate smooth flow of presentations during the conference.
    2. PDF of Presentation.
       If you would like to share a pdf of your presentation slides with the conference participants, please upload it here and we will include it in the password protected folder to be shared with the participants. If you would like to share this file, please submit also **by June 25**. We will once more update the folder on July 4.
    3. PDF of Poster.
       This is only for poster presenters. Please do not upload any files here.

7. Contact

For any further inquiries, please contact us via email at: caspt2025@easychair.org.