

P-16

Presentation title (Times New Roman 12 points)

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Start from this line (Times New Roman 11 points) with single line spacing.

A4 one page (set the margins to 20 mm at the top and bottom, and 25 mm on the left and right).

Write the **presentation number** in the upper left header in **Arial, 20 pt font**.

(Do not change the position of the header.)

The title should be in 12 pt font (Times New Roman);

the presenter's name and affiliation should be in 11 pt font (Times New Roman).

Name the file as:

“PresentationNumber_LastThreeDigitsOfReceptionNumber_PresenterName.docx”

For example, if the reception number is MC-25101, the filename should be:

“P-16_101_TaroGunma.docx”

Convert the file to PDF (using the same filename format: **P-16_101_GunmaTaro.pdf**)

and submit both the Word and PDF files via the submission form.

After completing the abstract, delete the blue instructional text.