

Instructions for N2026 presenter

1. About this manual

- The [10th International Nitrogen Conference \(N2026\)](#) will be held from November 2 to November 6, 2026, at the Kyoto International Conference Center in Kyoto, Japan.
- This manual applies to presenters in Regular Oral Presentations, Special Thematic Sessions (STS), and Poster Presentations. Presenters in invited keynote lectures, the Public Lecture, the RIHN International Symposium, and other specially organized programs will receive separate instructions from the organizers.

2. Quick checklist for presenters

- Confirm your presentation date, time, venue, and Presentation ID.
- **Oral Presenters:** Prepare your presentation slides in a 16:9 aspect ratio by PowerPoint.
- **Poster Presenters:** Prepare an A0-sized poster (portrait orientation) for on-site display, along with a image file (JPEG, JPG, or PNG) for the e-poster.
- Check the submission method and deadline (October 25) for your e-poster.
- Check the specific schedule for the day of your presentation, including gathering times, poster mounting times, and Core Times.

3. Regular Oral Presentations

3.1 Presentation format

- 15 min per presentation (12 min talk, 2 min Q&A, 1 min transition).

3.2 Presentation file

- You may use a laptop PC or USB flash memory drive for your presentation. Please be sure to bring a backup USB flash memory drive just in case of any trouble.
If you bring your presentation data on a USB flash memory drive, please follow the guidelines below:
 - * MS PowerPoint (2016 and later versions) only.
 - * Slide ratio 16:9.
 - * Please use Windows standard fonts.
 - * Sound & video are available. (Please inform us at the Presentation Data Desk.)
- The name of your presentation file should be a combination of 1) your presentation number and 2) your full name.
Example: 01-O001_Kantaro_Hayashi
- You will use the mouse and monitor of the main screen provided on the podium in the presentation room. There will not be a PC on podium. You will have only a monitor, a mouse and keypad.
There is no printer available at Operation Center so make sure to bring the hard copy of your presentation or script with you if necessary.

3.3 On the day

- All data should be submitted to the “Presentation Data Desk” at the venue (Annex Hall 1 lobby) at least 1 hour prior to your session.
- If you need to use a Macintosh for your presentation, please bring your own machine. Your presentation file will be set to slideshow mode as you walk up to the stage.
- If bringing your own laptop, you can use a laptop running Windows or Mac OS with a USB port. Please use **PowerPoint** only.
If your PowerPoint presentation file contains video (movie), we recommend that you bring your own laptop (there is a possibility that the laptop made available at the venues may not be able to play the videos). Even when bringing your own laptop, please bring backup data on a USB flash drive, in case your computer malfunctions. Moreover, please be sure to bring your PC AC adapter.
When bringing your own laptop, the PC video output cables made available at the venues are of the **HDMI** type. Please bring a computer that can connect to such cables. Moreover, if an adapter is required to connect to the cable, please be sure to bring your own with you.

- The resolution of the projectors at the venues is Full HD (1920 × 1080). Please be aware that if your output cannot match this resolution, it may lead to compromised image quality.
- The file installed on our Secretariat PC will be deleted after the meeting.
- Please arrive at your presentation venue at least 15 minutes before your session begins and follow the instructions provided by the session chair and venue staff.
- We kindly ask for your cooperation in ensuring the session runs on schedule. Your entire presentation, including the Q&A session and speaker changeover, must be strictly completed within the 15-minute time limit.

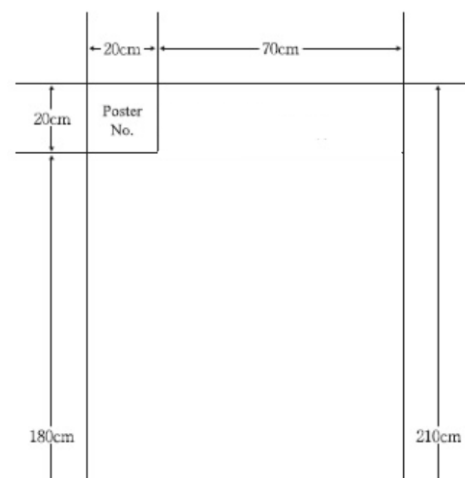
4. Special Thematic Sessions (STS)

- Each STS is allotted a total of 90 minutes.
- The structure of each session, including individual presentation times (not always 15 minutes) and discussion formats, varies by STS. Please follow the specific instructions provided by your session organizers.
- Basic rules regarding presentation—such as the 16:9 slide aspect ratio and the use of venue PCs (Windows11, PowerPoints version) are the same as those for Regular Oral Presentations.

5. On-site Poster Presentations

5.1 Poster format

- Please create your poster in A0 portrait (1,189 mm tall × 841 mm wide) or a smaller size.
(The panel for displaying posters measures 2,100 mm high × 900 mm wide.)
- Please make sure the date and venue for your poster in advance.
- As you will also submit your poster as a image file (JPEG, JPG, or PNG) for the e-poster, we strongly recommend using a minimum font size of **28pt** to ensure optimal readability on computer screens.
- Please create your poster in A0 portrait (1,189 mm tall × 841 mm wide) or a smaller size.



5.2 Poster Setup and core time

- Please make sure that you adhere to the following schedule.

Tue, November 3 Wed, November 4	9:00 AM - 5:00 PM	Poster Setup
	5:00 PM - 5:45 PM	Core Time: Odd-numbered posters
	5:45 PM - 6:30 PM	Core Time: Even -numbered posters
	6:30 PM - 6:50 PM	Removal of posters by presenters on the same day

- Pushpins will be provided at the venue. Please set up your poster between 9:00 AM and 5:00 PM.
- Poster ribbons are provided with the pushpins. Presenters are requested to wear a ribbon in a clearly visible position.
- Poster presenters are required to stand by their posters, and be ready for discussion during the Core Time.
- Please be sure to remove your poster yourself until 6:50 PM. The secretariat shall not be held liable for any disadvantages arising from the posters left.

*A paid poster printing and setup service will be available. Please note that presenters are responsible for removing their own posters. Details will be announced on our website around October 13.

6. E-Poster

- **For E-Poster Participants (Online-only):** You are only required to prepare and upload an e-poster.
- **For On-site Poster Presenters:** You are required to prepare and upload an e-poster in addition to bringing your physical poster to the venue.

- **File Naming:** Please avoid using special characters in your file name. Only alphabet & numeric characters, hyphens (-), and underscores (_) are permitted.
- **Format and Readability:**
Maximum file size : 10 MB / 1file
The e-poster should be submitted as a single-page image file (JPEG, JPG, or PNG). Since e-posters will be viewed on computer screens via Confit, we strongly recommend designing your poster for on-screen readability. Please use a minimum font size of **28pt** on an A0-sized canvas (6 pt on A4-size) to ensure that attendees can read the text comfortably without excessive zooming.
- **Upload Deadline:** Sun, October 25 (JST). Instructions on how to upload will be announced separately.
- **Viewing Period:** E-posters will be available for viewing on Confit before, during, and after the conference.
(Publication Period (Tentative): October 30 – November 30)

7. Interaction via Confit

- **"Comment" and "Bookmark" features:**
 - Participants can leave a "Comment" and use the "Bookmark" on presentation pages. All participants can view the comments and the names of the commenters.
(Please note that you must be logged into your [Confit](#) account to use this features.)
Please log in using the link at the top right of the page.

- **Email Notifications:** Presenters can receive email notifications when a new comment is posted. To receive these notifications, please log in to Confit, locate the presentations you wish to follow (including your own presentation), and "bookmark" them. You can also manage your notification settings under "My Profile".

8. Changes, cancellation and contact

- A speaker change, presentation cancellation, unavoidable absence, or inquiries regarding presentation data, please contact the secretariat below:
- **【Secretariat for the N2026】** E-mail: n2026@nta.co.jp