To Chairs & Speakers

Presentation registration

After registering for the conference at the reception desk of the site, all speakers for the oral sessions are asked to come to the "PC Center" to check in their presentation data. You are advised to come to the PC Center before 60 minutes prior to their presentations.

Presentation data and PC

<Presentation equipment>

1. All presentation materials should be prepared in Microsoft PowerPoint 2010 or 2013 or 2016 for Windows PC.
2. You can bring your presentation data on a USB memory stick or CD-R in the above format.
3. You are advised to bring your own laptop PC if your presentation materials including video/movies cannot be prepared in the above mentioned format,or you are using a Macintosh
4. Please make sure that your laptop is equipped with mini D-sub (15pins). If you are using Macintosh, please make sure to bring AC adaptor and connector to mini D-sub (15pins).
5. Please deactivate your screensaver and power saving settings.
6. Please bring your own power cable. Presentations using batteries may result in problems.
7. To avoid losing important data saved on the PC used for your presentation, be sure to backup such data beforehand

Next Chairpersons and Next Speakers

The seats for "Next Speakers" and "Next Chairpersons" are prepared in the front row of the room. Please be seated 10 minutes prior to your presentation/session.

To Poster Session Chairpersons and Speakers

[Venue] Room101,102 1th floor
[Poster setup time] January 27 (Sat.) 9:10-10:10 January 28 (Sun.) 9:00-10:00
[Poster presentation time]
January 27 (Sat.) 13:40 - 14:20 17:10 - 18:10
January 28 (Sun.) 14:20 - 15:10
* 3 minutes for presentation and 2 minutes for Q&A
* Please stand by 5 minutes before the session starts.
* Please follow the instruction given by your chairperson.
* Chairpersons should register at the reception desk of the venue, prior to the session by 20 minutes before the session starts.
 [Poster removal time] January 27 (Sat.) 18:10 - 19:00   January 28 (Sun.) 15:10 - 16:10
Note: All posters should be taken down from the boards by the above time. Conference secretariat will not assume responsibility for possible loss of posters left on the board, in particular posters left after the last day of the congress.

Disclosure of COI

The lead presenter and all co-presenters are required to disclose the COI over the past year.

[Oral presentation]
If there is any COI, the oral presenter should use the disclosure slide to present COI after the title slide, in order to clarify the names of companies and/or associations in question. If there is no COI, the presenter should indicate 'The authors have no financial conflicts of interest to disclose concerning the presentation.' as such on the sample slide.

[Poster presentation]
If there is any COI, the poster presenter should use the disclosure format for the last of the presentation page, in order to clarify the names of companies and/or associations in question. If there is no COI, the presenter should indicate 'The authors have no financial conflicts of interest to disclose concerning the presentation.' as such on the sample slide.

[Sample slide of COI disclosure] http://procomu.jp/jsachd2018/coi.html