

Information for Presenters

□ Information for Lecturers and Symposium presenters

1. The language to be used for presentation is English.

However, at chairperson's discretion, Japanese may be used for discussion. On the other hand, educational programs and several symposia are held solely in Japanese in light of their aims (see Timetables and descriptions of individual symposia).

Presentation of your data should be made through PC. 35 mm slides cannot be used. Each session room is equipped with a data projector and a laptop PC running Windows OS.

Pre-load and check your presentation slides at the PC preview desk on-site at least 60 minutes (or 30 minutes in the morning) prior to the session and take the next speaker's seat at the front of the room 15 minutes before your presentation.

The time limit for presentation and discussion may vary depending on the session. Follow the instructions made by the chairperson.

Information on your conflict of interest (COI) status must be properly disclosed during your presentation in accordance with the COI guidelines issued by PSJ (<http://physiology.jp/society/download/>).

2. Information on presentation data

1) Pre-loading of presentation slides at the PC preview desk

- The PC preview desk is located at 1F Entrance Lobby in the Congress Center building.

Service hours are as follows:

8:50 - 18:00 on Tuesday, March 28

8:10 - 18:00 on Wednesday, March 29

8:10 - 15:30 on Thursday, March 30

- Bring your presentation stored on a USB flash drive or CD-R/RW.
- Microsoft PowerPoint, compatible with the versions 2010, 2013 and 2016, is available for presentation.
- If your presentation slides were created using other software/versions or a Macintosh PC and do not run under the PowerPoint versions above, bring your own laptop PC to the preview desk.
- Include your slide file and any external files utilized, e.g. movie/video files or linked data, in the same folder, and name the folder for your presentation number and name.
- If your presentation includes video data, it is recommended to prepare also your own laptop for your presentation just in case of trouble.

- After checking all your presentation files at the preview desk, the files will be copied and transferred via LAN to the PC in the session room, and the media returned to you.
- It is also recommended to keep the media even during your presentation. We might ask for your original files again in case of trouble during your presentation.
- All copied data will surely be erased by the Secretariat after the end of the conference.

Note 1: Using standard fonts in Windows, like MS Gothic, MSP Gothic, MS Mincho, MSP Mincho, Times New Roman, Century or Meiryo, is recommended to avoid character corruption.

Note 2: Only Windows Media Player is available to play movie files in our PCs (the WMV format is recommended). MPEG files may not be played, depending on the type of data compression. We do not accept movie data exceeding 30MB to avoid possible problems during your presentation.

2) In the case of using your own laptop for your presentation

- We use only VGA D-sub 15-pin male connectors for connection to data projectors. iPad or other tablet PCs cannot be used for projection. If your laptop has no VGA D-sub 15-pin female output, bring an appropriate connector converter of your own.
- Be sure to bring your own AC adapter for power supply and to disable screensavers and power-saving mode prior to your presentation.
- Create a new folder on your PC desktop and name it for your presentation number and name. Include all your slide files and external files, e.g. movies or linked data, in the folder.
- It is recommended to keep backup copies of your presentation files separately stored on a USB flash drive, even when using your own PC during your presentation.
- After checking all your presentation files at the preview desk, a PC claim tag will be given. Take your laptop with the tag and pass your laptop with showing the tag to the PC operator in the session room.
- After the end of your presentation, show your claim tag to the operator to pick up your laptop.
- Note that presenter view and tools in PowerPoint are not available during your presentation.

A keyboard, a mouse and a laser pointer are provided on the speaker's podium. Instructions on how to use them during presentation will be given at the PC preview desk.

□ Information on Poster Presentations

Poster presentations should also be made in English.

Information on the conflict of interest (COI) status must be properly disclosed in accordance with the COI guidelines issued by PSJ (<http://physiology.jp/society/download/>).

1) Poster Hall

Exhibition and Event Hall (Hall K)

2) Poster Registration

Register at the entrance of the hall by 8:50 (9:50 on Tuesday, March 28) before displaying your poster on the day of your presentation.

3) Poster Display/Removal

The display and removal times are as follows:

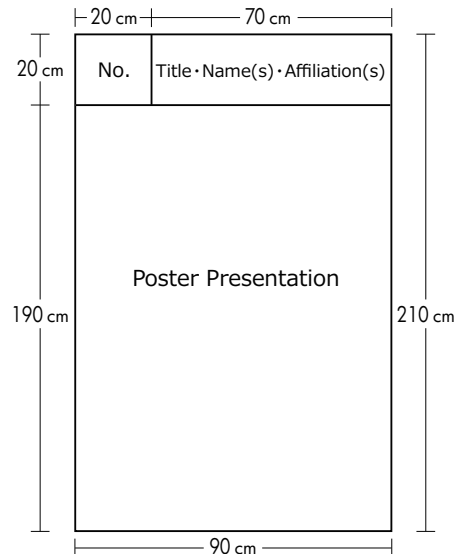
	Display	Removal
March 28 (Tue.)	8:50 - 9:50	18:00 - 18:20
March 29 (Wed.)	8:10 - 8:50	17:00 - 17:20
March 30 (Thu.)	8:10 - 8:50	17:00 - 17:20

Posters are replaced daily.

Posters remaining after the removal time will be disposed of by the Secretariat.

4) Poster Preparation

Each poster panel is tagged with the number indicating the last 3 digits of a poster number (ex. "057" of the poster number 2P-057. "2P" indicates the day 2, i.e. March 29) in the left upper corner (20 cm wide × 20 cm high) of the panel. Attach your poster to the corresponding panel as shown on the right figure.



5) Discussion Time

March 28 (Tue.) 13:10-14:10

March 29 (Wed.) 15:40-16:40

March 30 (Thu.) 13:20-14:20

Please use the thumbtacks and presenter's ribbon tag provided at each panel.

- **Overseas Young Physiologist Award**

The program committee of this annual meeting will select recipients of Overseas Young Physiologist Award from the applicants presenting posters (see http://www.procomu.jp/seiri2017/english/english_StudentPosterAward.html for details). The award ceremony will take place during the closing ceremony (16:30-17:00) on the final day (Thu., March 30) at Hall A (Concert Hall).

- **PSJ Award Presentations**

Recipients of PSJ awards (Promotion Award of the Physiological Society of Japan for Young Scientists, Hiroshi and Aya Irisawa Memorial Promotion Awards for Young Physiologists and Excellent Papers in the Journal of Physiological Sciences, and the Aya Irisawa Memorial Promotion Award for Excellence by Women Physiologists) present their posters on specialized panels throughout the meeting period of 3 days.