Information for Chairs and Speakers

Conflict of Interest (COI) disclosure

Every presentation in all the sessions at this Annual Meeting is required to incorporate and present the specified slide on COI. There is no need to explain its content in your presentation. Please refer to the official website of the Annual Meeting below to download the specified slide and obtain instructions on how to use it.

URL: https://site.convention.co.jp/95jgca/en/abstracts/

1. For Oral Session Presenters

1) On the Day of Your Presentation

a. Please visit the Speakers' Desk to preview and submit your presentation data at least 30 minutes before your scheduled session. You can submit your data prior to your session day.

b. Please be seated at the designated "Next Speaker's Seat" 10 minutes before your presentation.

Speakers' Desk

a. Location: Emerald Room B, 3rd floor of the Royton Sapporo

b. Opening Hours

Thursday, 23 February	11:00 - 17:00
Friday, 24 February	7:15 - 17:30
Saturday, 25 February	7:30 - 14:30

Submit your presentation data **30 minutes at the latest prior to the start** of your session.

Morning session presenters are advised to come to the Speakers' Desk at your earliest convenience, as the Desk could be quite busy in the morning.

c. Media

Bring your presentation data on a Windows-readable USB flash memory.

Please submit media or your own laptop on which your presentation data is saved, and preview on a PC to check if your slides run properly.

*Please be assured that the secretariat of the Annual Meeting will completely delete the submitted data after the session.

2) Presentation Data

Upon preparing your presentation data, please keep in mind the following:

a. Create or edit your presentation data using Windows10 OS/PowerPoint.

Session room PCs at the meeting venue run Windows & PowerPoint 2013/2019/2021 only.

b. Please use the following fonts to avoid character corruption.

Arial, Arial Black, Century, Century Gothic, Times and New Roman. Yu Gothic

c. Only FAT32, NTFS, exFAT formats are acceptable for USB flash memory. Save only a single final version of your presentation file on USB and make sure there are no other files or data on the media.

3) For Presenters Bringing Your Own Laptop

a. We suggest that you bring your own laptop if you use Macintosh is requested to bring their own laptop. During your presentation, please operate by yourselves the pad and the mouse on the podium provided by the secretariat to flip your presentation.

b. Make sure to prepare and bring backup of the presentation data on or USB flash memory, even if you are using your own machine for your presentation.

c. AC adapters for your own laptop should be prepared by yourselves.

d. HDMI is available for cable connection on site. Make sure your own laptop supports this type of connection or prepare the right connector to hook up your laptop.

Macintosh users are requested to bring the connectors that come with their own laptop.

4) Equipment for Presentation

a. Only computers can be used for the presentation. SMARTPHONE or TABLET cannot be used.

b. A monitor, a pad, and a mouse are provided on the podium. Speakers are requested to operate these by themselves.

The output resolution of the computers in session rooms is Full HD (1920 x 1080). Please be advised that PowerPoint Presenter View cannot be used as there is only one screen for projection in the session room.

2. For Digital Poster Session Presenters

1) Before the congress period

a. Digital posters will be presented on-site, but please register your presentation slide data in advance.

b. Please note that if you have not registered by the deadline, your abstract may be considered withdrawn.

c. If you are unable to attend the congress on-site due to affiliations' limitations, please contact the congress secretariat at 95jgca@convention.co.jp.

d. The details of method and URL for data registration have been sent by e-mail to the e-mail address of the abstract submitter in late January 2023.

2) Digital Poster Details

a. Language of the slides: English

b. Maximum number of slides: 15pages (including cover page and COI disclosure slides)

c. Maximum registered data capacity: 200MB

d. Slide ratio: 4:3 (recommended)

   *Slides can also be registered in 16:9 but will be projected smaller than in 4:3.

   *You do not have to the audio to the slides, but you will make an oral presentation on-site.

   *For more information on conflicts of interest (COI), please refer to the following URL.

    https://site.convention.co.jp/95jgca/en/abstracts/

e. Duration of Presentation: 3minutes

f. Duration of Q&A: 2minutes

3. For Chairs

Please be seated at the "Next Chair's Seat" in your session room at least 10 minutes prior to the start of your session.