

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 or poster 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://site2.convention.co.jp/97jgca/en/abstracts/>

1. For Oral Session Presenters

1) On the Day of Your Presentation

- a. Please visit the PC Preview Desk to check and submit your presentation data* at least 30 minutes before your schedule session.
* Please be assured that the congress secretariat will completely delete the submitted data after the session.
- b. Please be seated at the designated “Next Speaker’s Seat” 10 minutes before your presentation.
- c. All session rooms are equipped with PC installed with Window 10 and Microsoft PowerPoint 365. Please use them to prepare your presentation deck.
- d. Please name your presentation file as follows: “Presentation Number_Your Name”.
- e. All slides are recommended to be widescreen (16:9) formatted.
- f. Presentation length of Joint Sessions, JGCA Academic Sessions and International Sessions are provided individually.
- g. Presentation length of Mini Oral Sessions will be 4 minutes for presentation and 1 minute for Q&A.

PC Preview Desk:

Location: Business center in the 3rd floor of the Nagoya convention hall

Opening Hours

Wednesday, 12 March	1:30 p.m. - 5:00 p.m.
Thursday, 13 March	7:30 a.m. - 6:00 p.m.
Friday, 14 March	7:30 a.m. - 4:30 p.m.

Since the PC Preview Desk could be quite busy in the morning, presenters who have in the morning session are advised to come to the desk with time to spare.

[For Presenters who will be Bringing the Presentation Material (USB flash memory)]

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

Please check the layout of your presentation slides at the PC Preview Desk.

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

- a. Create or edit your presentation data using OS Windows10 / Microsoft PowerPoint 365.
- b. Use the following fonts to avoid character corruption: Arial, Arial Black, Century
- c. 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.
- d. Check the data on a different computer to make sure that the presentation data works properly.
- e. If you have a video on your presentation, please prepare the one that can be played with the codecs included in Windows Media Player.
- f. Be sure to bring your back-up data with you.
- g. Check your data with the latest Virus Scanner in advance.

[For Presenters who will be Bringing Your Own Laptop]

- a. Bring your laptop (Windows / Macintosh) and its AC adapters.
- b. Ensure that it is compatible with the HDMI or the D-sub 15 pin.
- c. All energy-conserving functions such as power-saving setting should be disabled on PCs to be used in the presentation.
- d. Do not use presenter view for the presentation.
- e. Make sure to prepare and bring backup of the presentation data on or USB flash memory, even if you are using own device for your presentation.
- f. After stopping by the PC Preview Desk, please come to your session room at least 20 minutes prior to your session start to drop off your PC to the AV operator. Please don't forget to pick up your PC after your presentation.
- g. Monitor, keyboard and mouse will be set on podium.

[For Mini Oral Presenters]

For inquiries about registering your Mini Oral data, please contact : jgca@mdpj.jp

- 1)
 - a. Mini Oral will be presented on-site, but please register your presentation slide data in advance. Details on how to register data will be provided to eligible professors.
 - b. Speakers will be asked to come to the Mini Oral session room and present their data in an oral presentation format using a PC. The PC on the podium in the presentation room will be loaded with the registered data, and you will be asked to start up your own data for your presentation.
 - c. Please note that you are not allowed to bring your own PC or to modify or replace your presentation data at the venue on the day of your presentation.
- 2) Preparation of Presentation Data and Registration

Language of the slides	English
Maximum number of slides	15 pages (including cover page and COI disclosure slides)
Maximum registered data capacity	200MB (No sound recording is required for oral presentations, but video and audio may be used. (e.g. surgical videos)) (Animation is not allowed)
Slide ratio	16:9 (recommended) * Slides can also be registered in 4:3 but will be projected smaller than in 16:9.
Duration of Presentation	Duration of Presentation: 4 minutes Duration of Q&A: 1 minutes

[For Poster Session Presenters]

- 1) On the Day of Your Presentation
 - a. The Venue and Timetable for Poster Sessions are as follows:
Location: Poster Venue (in the 3rd or 4th floor of the Nagoya convention hall)

Timetable:

	Thursday, 13 March	Friday, 14 March
Mounting • Viewing	8:00 - 14:50	8:00 - 13:40
Presentation	14:50 - 15:50	13:40 - 14:30
Removal	15:50 - 19:00	14:30 - 17:00

*Please be advised that any posters remaining after the end of removal time above will be disposed by the secretariat.

- b. Poster Numbers assigned by the secretariat are indicated in the upper left of the poster panels. Please find the panel with your Poster Number and put up posters.

c. Presentation format and time

A 4-minute presentation is followed by a 1-minute question & answer session, 5 minutes in total.

Presentation and discussion take place in front of each poster. Follow directions of the chair for the time of your presentation and keep to the time strictly.

Please wear the ribbon for presenters in a place visible to others.

2) Poster Details

a. The poster panel size is 160 cm high & 90 cm wide.

The area excluding the Poster Number section can be used.

b. Create your posters according to the following procedures.

a. Indicate the title, name and affiliation of the presenter in the uppermost section sized 20 cm high & 70 cm wide.

b. Poster dimension: 140 cm high & 90 cm wide.

c. Place the Conflict of Interest (COI) disclosure in the bottom section.

2. For Chairs

A. Chairs of Oral Session

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

B. Chairs of Poster Session

Please visit the “Poster Desk” at least 10 minutes prior to the start of your session.