

## Instruction for Moderators

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### [ For Moderators of oral presentations (In-person only) ]

Please be seated on next moderators' seat in the lecture room 15 minutes before the session starts.

### [ For Moderators of poster presentations (In-person only)]

Please check-in at the poster reception desk as below before the session starts;

	Place	June 30 (Fri.)	July 1 (Sat.)
Poster Reception Desk	"Hana", 4F, Main Tower	14:30 - 15:50	13:40 - 15:30

## Instruction for Oral Presentation Speakers

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1. Only computer presentations will be available for the oral sessions.
2. Your presentation data must be prepared in English.
3. Please list any financial relations with commercial interests and place a slide at the beginning of your presentation data. If there is nothing to be disclosed, presenters are also required to place a slide to demonstrate nothing to disclose.
4. Oral Presentation Guideline
  - ① Bring your presentation data on a USB flash drive to the Speaker Ready Desk. Windows is the only operating system available for the presentations. If you have prepared the presentation data on a Macintosh, you are required to bring your own laptop with a VGA adaptor or HDMI adaptor. \*For those wishing to show a movie, please bring your own laptop. You are also required to make sure to check that your data has not been infected by any virus in advance by using the latest version of the security software.
  - ② Please review your data at the Speaker Ready Desk and check whether all the data are shown properly.
  - ③ Even if you use your own laptop, you are required to check your presentation data at the Speaker Ready Desk and bring your laptop to the operation desk in your session room, 30 minutes prior to the session starts. Following the conclusion of your session, we will return your laptop at the operation desk.
  - ④ If you need any assistance with the set-up, please do not hesitate to ask for an assistance at the Speaker Ready Desk.
  - ⑤ When you are next one in line to give your presentation, please be seated on the Next Speakers Seat.
  - ⑥ 35th JSHPBS will not be responsible for any troubles caused by the operation or actions that do not follow the guidelines.
5. Speaker Ready Desk will be open during the following hours. Speakers are required to present their data at least 30 minutes before the session starts.

### Speaker Ready Desk ("Ohgi", 4F, South Tower)

June 30 (Fri.)	7:30 - 16:00
July 1 (Sat.)	7:00 - 15:00

### OS and Applications:

OS: Windows 10

Applications: PowerPoint 2013 / 2016 / 2019

### Monitor Size (Resolution)

Full HD (1920 × 1080)

\*Please check in advance that all data appear properly.

\*Slide size can be 16:9 or 4:3

### Backup Data

Please also bring a backup data on a media (either on USB).

## **Font**

Please use default-setting fonts of Windows 10.

## **File Name of the Presentation Data**

Please write file names in the following manner: "Presentation Number Speaker's Name"

## **Movies Data**

For those who wish to show a movie, it is recommended to bring your laptop to run the presentation slide. Movies should be prepared in Windows Media Player for Windows users and QuickTime Movie for Macintosh users. Movie data should be saved in the same folder as your presentation data.

\*Note for video files

## **Audio**

Sound function will be available.

Please notify the Speaker Ready Desk staff that your presentation data contains audio files.

## **Presentation in the session rooms**

When you come up to the stage, your first slide will be projected on the screen automatically.

Any following operations must be self-operated by the speaker. For those who wish to have an operator for PC handlings, please ask for an assistance.

## **Data Deletion**

All data saved into the server will be completely deleted upon the completion of the Congress.

## Instruction for Poster Presentation Speakers

### 1. In-Person

	Mounting	Viewing	Discussion	Removal
June 30 (Fri.)	8:00-9:20	9:20-14:50	15:00-15:50	16:00-16:50
July 1 (Sat.)	8:00-9:20	9:20-14:00	14:10-15:00	15:10-16:00

1. Posters must be Prepared in English.
2. The poster should contain the COI disclosure statement.
3. Ribbon for the presenters and pins for placing the posters are attached on the panel.
4. Moderators are assigned for every Poster Sessions. Each presentation has 4 minutes to present and 2 minutes for Q and A. All the presenters are asked to keep to the allocated time.
5. Presenters are requested to stand by their poster panels 10 minutes prior to the session starts.
6. Please check the Poster Session Area on this program to find the location of your assigned poster board. Poster panels are 210 cm high x 90 cm wide. Please refer to the diagram and use large-sized characters for easy reading. 20 cm high x 70 cm wide of the upper part of the panel will be used for labeling your Poster Title, Affiliation, and the authors' names, which should be prepared by presenters.
7. Posters must be removed at the end of each day.
8. Any posters remaining on the panels after the removal time will be discarded by the secretariat.

