For Chairperson

● The chairperson for oral presentations should come to the Next Chairperson's Seat in the presentation venue 15 minutes prior to the beginning of the session to be chaired.

• All the proceedings will be delegated to the chairperson.

• There will be no announcement made at the start of the session.

Instructions for Oral Presentations

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. Please review your data at the PC Preview Center (10F) and check whether all the data is shown properly.
5. Even if you use your own laptop, you are required to check your presentation data at the PC Preview Center and bring your laptop to the PC operation desk in your session room, 30 minutes prior to the session starts. Following the conclusion of your session, we will return your laptop to you at the PC operation desk.
6. If you need any assistance with the set-up, please do not hesitate to ask for an assistant at the PC Preview Center.
7. When you are the next one in line to give your presentation, please be seated on the Next Speaker's Seat.
8. The yellow light on the podium will light up 1 minute before the end of the presentation time, and the red light will light up at the end. Please cooperate in being punctual. Please use the LCD monitor, keyboard, and mouse set up on the podium and operate them yourself.
9. Please refrain from using presenter tools. If you need materials, please print them out in advance and bring them with you.
10. KJJSC2025 will not be responsible for any troubles caused by the operation or actions that do not follow the guidelines.
11. The PC Preview Center is expected to be crowded around the opening ceremony on the first day of the conference. In general, we will respond on a first-come, first-served basis, but please note that we may have to give priority to presenters who are presenting earlier.

PC Preview Center (10F, Osaka International Convention Center)

  March 7th (Fri) 7:30-17:00
  March 8th (Sat) 8:00-16:00

- Please complete the check-in and preview at the PC Preview Center 30 minutes before the session starts.

Presentation Time

- It's important to be punctual.
  - Symposium: Each session is announced separately in advance for the symposium.
  - Excellent Award Candidate Presentation Session: 7 minutes for presentation, 3 minutes for Q&A
  - General Presentation: 6 minutes for presentation, 2 minutes for Q&A

OS and Applications

- Presentation data should be created using a version of Windows PowerPoint.
- **Presenter tools in PowerPoint cannot be used**. If you need a manuscript for your presentation, please prepare one yourself.
- If you will be using videos or presenting on a Macintosh, please be sure to bring your own PC. Even if you are using Windows, please bring your own PC if you have special fonts, applications, videos, etc.
- The OS and applications for the PCs used for presentations at the venue are as follows.
  ＜OS＞Windows
  ＜Application＞Windows version PowerPoint
- Screen size: Widescreen (16:9)
- All PCs used for presentations are Full HD (1920 x 1080), so please adjust the resolution of your PC to Full HD before checking the layout.
- Fonts:
  English: Arial / Arial Black / Arial Narrow / Century / Century Gothic / Courier / Courier New / Georgia / Times New Roman
  If you use fonts other than those listed above, problems such as misalignment of characters and paragraphs, garbled characters, and no display may occur.
- If you wish to use video or audio, please be sure to notify the PC operation desk.
- Presentation data will be deleted responsibly by the management office after the conference ends.

Oral Presentation Guideline

  If you bring in media

- The only media that can be used is USB flash memory.
- Those presenting using a Macintosh should bring their own PC.
- Be sure to check that media is virus-free using security software with the latest virus definition data before bringing it in.

- After creating your presentation data, check that it works properly on a PC other than the one you created on.
- Do not put anything other than the data to be presented on the day on the media you bring in.
- Name the file as "presentation number _ presenter name". (Example: KJ11_Presenter Taro)
- The first slide of your presentation should be the title slide (presentation title, presenter name, etc.).

If you bring your own PC (both Windows and Macintosh are acceptable)

- The video connection cables provided at the venue are HDMI. If your PC does not have these video output terminals, please be sure to bring the necessary video conversion cable yourself. Also, please be sure to prepare an AC adapter.
- Set your computer so that screen savers and power saving functions do not operate during your presentation.
- Set the power option to "Always on" or "Presentation".
- Bring backup data (USB flash memory) along with your own PC.
- After the session, your PC will be returned to the PC operation desk at the front left of the venue.

Instructions for Poster Presentations

Preparation
- The total available space for a display panel is 90cm (width) x 160cm (height) (including the space for the presentation number).

- The presentation number (20cm x 20cm) will be prepared in advance in the upper left corner of the panel, but please prepare your own presentation title, affiliation, and presenter name.

- Pushpins for attachment will be provided by the conference secretariat. Please refrain from using adhesive tape, etc.

Schedule / Poster Area
- The poster area is located in 12th Floor Foyer.
  Schedule for mounting, preview, presentation, and removal for the poster is listed as follows. Posters will be replaced every day of the event.

	Mounting / Preview	Presentation / Discussion	Removal
March 7 (Fri)	8:00-10:20	16:00-17:00	17:00-18:30
March 8 (Sat)	8:00-9:10	9:10-10:10	15:30-16:30

- All speakers are requested to follow the above schedule in mounting and removing their posters on the assigned panels. Posters that have not been removed by the end of the removal time will be discarded.

Procedure
- Follow the chairperson's instructions for poster presentations and discussions and strictly adhere to the presentation time.

Disclosure of Conflict of Interest

All presenters must disclose their conflict of interest on the second slide of their presentation (after the title). A slide template is available on the KJJSC2025 homepage.

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Disclosure of COI
Name of head presenter,
Name of affiliation

There are no businesses, etc. related to COI
that should be disclosed in regard to the subject presentation.

</div>

1) If there is no COI to disclose

<div style="border:1px solid black; padding:1em; text-align:center">

Disclosure of COI
Name of head presenter,
Name of affiliation

Businesses, etc. related to COI that should be disclosed in regard to the subject presentation.

1. Consultant:	none
2. Possession of stock:	none
3. Patent royalties:	none
4. Lecture fees:	XX Pharmaceutical
5. Manuscript fees:	none
6. Research funds:	XX Pharmaceutical
7. Other:	none

No need to disclose the amount

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2) If there is a COI to disclose