

Guide for Presentations

Conflicts of Interest (COI) Disclosure

All speakers are required to disclose COI within their sessions.

- All oral presentations must include a COI disclosure slide at the beginning or end of their presentations.
- All poster presentations must include COI information on the second slide.

■ Oral Presentation

1. To Speakers

■ Time Allocation:

Please be seated at the Next Speaker's Seat in the session room at least 15 minutes prior to your session. For the smooth progress of the session, please follow the chair's directions and strictly keep to the time allocations indicated below.

Physicians:	Presentation 7 min., Discussion 5 min.
Nurses and Allied Health Professionals:	Presentation 7 min., Discussion 3 min.
Other sessions:	Time allocation has been informed to each speaker separately.

■ Languages Used in Sessions

			Slide/ Poster	Spoken (Speakers)	Spoken (Q&A/ General Discussions)
Physicians	Symposium	English Session	English	English	English
		English / Japanese Session	English	English/ Japanese	English/ Japanese
		Japanese Session	English	Japanese	Japanese
	General	English Session	English	English	English
		Japanese Session	English	Japanese	Japanese
Nurses and Allied Health Professionals	Symposium		Japanese	Japanese	Japanese
	General	Oral	Japanese	Japanese	Japanese
		Poster	Japanese	Japanese	Japanese

*Simultaneous interpretation will be provided for sessions marked with a headphone symbol.

■Request for Pre-submission of Presentation Slide Data

In principle, slide data must be pre-registered (submitted) for this meeting.

The details of the registration procedure will be announced separately.

Please come directly to the venue on the day of your presentation. If you need to correct or replace your slide data, please stop by the PC Center.

[Notice]

- Due to the progress of the conference and the equipment at the venue, presenter tools cannot be used.
- The conference will not check the slide data in advance, so please make sure to check the data by yourself.
- Please bring backup data (USB, your own PC, etc.) with you on the day of the meeting, just in case.
- PC Center will be set up at the venue during the conference, but they will only be able to correct or replace slide data (up to 60 min. before the presentation).

■PC Center

Please note that the location of the PC center differs depending on the presentation venue.

The PC center will only be available for correction or replacement of slide data (up to 60 min. before the presentation time).

Please note that the PC center is located in a different place depending on the presentation venue.

Please come to the PC Center of the venue where you will present.

	August 4 (Fri.)	August 5 (Sat.)	August 6 (Sun.)
Arena, FUKUOKA PayPay Dome *Only Room 1-8, Oral 1-8	7 : 30 - 18 : 00	7 : 30 - 18 : 00	-
Lobby on the 1st floor, Hilton Fukuoka Sea Hawk *Only Room 9-20	7 : 30 - 18 : 00	7 : 30 - 18 : 00	7 : 30 - 10 : 00
Lobby on the 34th floor, Hilton Fukuoka Sea Hawk *Only Room 21-22	7 : 30 - 18 : 00	7 : 30 - 18 : 00	7 : 30 - 10 : 00

<Preparation of Presentation Slide Data>

The PC prepared at the venue will be Windows PCs with PowerPoint 2021 installed.

Data in any other format (other software) may cause problems such as garbled characters or no display.

[Slide data creation procedure]

- (1) Application: Please create and edit the slide data in Microsoft PowerPoint *1.
- (2) Font: Please use standard Windows fonts to avoid garbled characters.
- (3) Slide size: 16:9 is recommended.
- (4) Video files should be created and edited in a format that can be played using Windows Media Player*2.
- (5) After creating the data, please be sure to check for viruses and preview the data on another computer.
- (6) The Congress Secretariat will be responsible for deleting slide data after the meeting.

*1 Please use the following versions of Microsoft PowerPoint.

Windows : 365 / 2021 / 2019

Mac : 365 / 2021 / 2019

*2 Please bring video files that can be played using the codecs included in the default settings of Windows Media Player 11. (MP4 format is recommended)

2. To Session Chairs and Commentators:

■Next Chairs and Commentators Seat:

Please be seated at the Next Chairs and Commentators Seat at least 15 min. prior to your session. There will be no reception desk for chairs and commentators.

*In case you are unable to attend the session for an unavoidable reason, please contact the secretariat at the venue at least 90 min before your session starts.

■Session Progression:

Chairs are responsible for smooth progress of the session and following the time schedule.

3. To Questioners:

Should you wish to ask a question, please stand by a microphone in the session room.

According to the chair's directions, please say your name and affiliation, and then ask your questions or make comments briefly.

Poster Presentation

1. To Presenters:

Set Up / Removal Times

Dates	Set Up	Session	Removal
August 4 (Fri.)	13:00 - 14:00	16:40 - 17:40	17:40 - 18:40
August 5 (Sat.)	8:00 - 9:00	10:00 - 11:00	11:00 - 12:00
	13:00 - 14:00	15:50 - 16:50	16:50 - 17:50

Poster Presentation Area

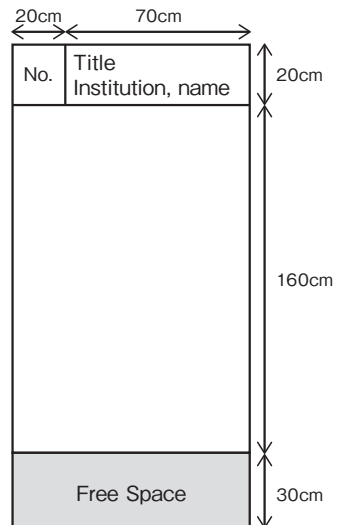
Poster Room, Concourse on the 3rd floor, FUKUOKA PayPay Dome

Languages Used in Sessions

Category		Poster	Spoken (Speaker)	Spoken (Q&A/ General Discussion)
Physicians	English Session	English	English	English
	Japanese Session	English	Japanese	Japanese
Nurses and Allied Health Professionals	Japanese Session	Japanese	Japanese	Japanese

Preparation of Posters:

- A poster number (20 cm × 20 cm) and pushpins to mount posters will be provided to each presenter. A footstool is available in the Poster Session area.
- Adhesive tape and glue are not allowed to use to mount posters.
- Graphs and figures should be at least 20 cm² size and easy to see from 2 or 3 meters away. Please arrange posters as clearly and concisely as possible.
- Please note that posters that have not been removed after removal time will be discarded.



■Presentation

1. Time allocation:

Presentation 5 min., Discussion 2 min.

For the smooth progress of the session, please follow the chair's directions and strictly keep to the time allocation.

2. Presenters are requested to be in front of the poster panels no later than 10 min. prior to the session starts.

2. To Session Chairs

■Chairs' Reception Desk:

Please come to the Chairs' Reception Desk at least 15 min. prior to your session.

■Session progression:

Chairs are responsible for smooth progress of the session and following the time schedule.

In case you are unable to attend the session for unavoidable reason, please contact the Congress Secretariat at the venue at least 90 min before your session starts.

3. To Questioners

According to the chair's directions, please state your name and affiliation, and then ask your questions or make comments briefly.