

Guidelines for Chairs/Presenters

For Chairs

- Please come to the session room and be seated at Next Chair's Seat in the front row 15 minutes before the start of your session.
- Please start the session at the appointed time.

For Presenters

1. Presentation Time

Education Lecture/Symposium : as informed in advance

2. Presentation Language

[English] Keynote lecture, Nobel Prize Memorial Lecture, Symposium 1 · 2 · 4, Mini Symposium 2 · 3, Morning Seminar

[Japanese] Educational Lecture, Symposium 3 · 5, Mini Symposium 1 · 2 · 3, Co-Sponsored Symposium, Co-Sponsored Seminars 1~4

3. PC Preview/Presentation Data

- The PCs provided will be equipped with the followings :
OS : Windows 10
Application : Windows PowerPoint
※ You cannot bring your own PC.
- Please check your presentation data at PC Preview Center 30 minutes prior to the start of your session.

◆ For Presenters using Removable Media

- Presentation data must be in Windows PowerPoint and can only be accepted on USB flash memory.
- The title of your presentation file should be "your presentation code + your name". e.g. : W-1-01_XXXX.ppt or W-1-01_XXXX.pptx
※ Your presentation code have been sent to you by e-mail in early October.
- OS-standard fonts are recommended such as ;
[English] Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia, Times New Roman
- To avoid spread computer viruses, always scan your presentation files beforehand with updated anti-virus software.
- Please note that you cannot use PowerPoint' Presenter View function.
- Any copies of your presentation data which the Secretariat has received will be deleted after the meeting.

《PC Preview Center》

Date	Time	Location
November 17 (Wed)	8 : 30~17 : 30	B1F Lobby
November 18 (Thu)	7 : 30~15 : 00	Kobe International Conference Center

4. Disclosure of Conflict of Interest (COI)

- COI disclosure is required at both oral and poster presentation.
- Please report any conflict of interest (COI) in your presentation date.

*For Details, please see the bottom of this page.

For Oral and Poster Presenters

1. Presentation Time

- All oral and poster presentations will be made available on the web.
- On-demand delivery : November 16-18, 2021
- Presentation Style : Free Discussion Style
- There will be a real-time question and answer session using Zoom at a predetermined time.
- About presentation on 16th Nov, “Remo” free discussion also available Other than “Zoom” live discussion on the web site.
Both of them Log-in to WEB streaming system is needed.
*Remo is online discussion service

2. Presentation Language

English or Japanese

3. Poster Award

The Poster Award will be selected. The winner will be announced on the 17th and the award ceremony will be held at the closing remarks on the 18th.

4. Disclosure of Conflict of Interest (COI)

- COI disclosure is required at both oral and poster presentation.
- You must report any conflict of interest (COI) in your presentation data.

For Speakers Who Need to Participate Online

- Zoom meeting account will be informed by the Secretariat on or before November 12.
- For speakers who are presenting via Zoom, your talk will continue as scheduled. As with a physical meeting, each session will proceed in the order identified and maintain the schedule.
- The Zoom link will be the same for each presenter for each session.
- Prior to the Congress, please download Zoom App in your PC.
- Please use your webcam (external or built-in camera) and for audio connection, use your computer audio, ensure your microphone, headphone or speakerphone is near you, and mute your Zoom session or phone when not in use.
- Please also be sure to confirm your internet connection is stable and your connecting place is in quiet area.
- While you are presenting live, you will “Share” your screen or document. Please ensure that your webcam is on so that attendees can view you during your presentation.
- Question and Answer will follow each presentation. If there are any questions submitted by online participants, and the session chair will read it for speakers.
- Please plan to join the meeting 60 minutes early in case there are any issues that need to be worked out.