

JSTCT2024 - Instruction for presentation

Oral Presentation

All presentation must be made in person. Remote or video presentation is not accepted.

Allotted time for Oral Session: 8 minutes for presentation, 4 minutes for Q&A

(For other sessions, please follow the instruction from the secretariat.)

Only PC presentations using PowerPoint file are acceptable. Speakers may use the PC in the session room or use their own PC. They are asked to operate the slides by themselves.

Speakers should bring their presentation data or PC to the PC Center at least 60 minutes prior to your scheduled presentation time (30 minutes prior if your session is scheduled at early morning.)

Please ensure to be seated in the Next Presenter Seat (left front row) at least 15 minutes prior to your presentation.

PC Center

Location: Glass Building, B1F Lobby

Open hours: Thursday March 21, 13:30-17:30

Friday, March 22, 8:00-18:00

Saturday, March 23, 7:30-15:30

Notes on preparing your presentation data

[Presenters who bring presentation data]

OS and software application installed in the PC is as follows:

OS: Windows 10

Software: PowerPoint 2010, 2013 or 2021, Windows Media Player for video

It is desirable that you bring your own PC if you wish to use a Macintosh.

Please use standard Fonts for Windows computers: Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia

Slide Size: 16:9 is preferable, but 4:3 can also be used.

“Presenter View” tool cannot be used.

Please bring your data in USB flash memory. (CD-R or CD-RW is not allowed.)

Please name your file as “Presentation No Your name.pptx”

It is desirable that any data other than that is used for the day's presentation is not stored in the USB memory.

If any data (still images, video, graphs, etc.) are linked to the presentation, please be sure to save the original data as well and check the operation on a different PC from the one on which the data was created beforehand.

Please check your files are virus-free in advance. Although the PC Center takes every precaution to ensure that virus security is up-to-date and updated, it may be infected with an unknown virus that is not defined as a virus.

Please note that presentation data is copied to the server, and it will be completely deleted by the Secretariat after your presentation.

[Presenters using their own PC]

We recommend that you bring back-up data in USB memory.

Ensure that your computer is equipped with HDMI connector. If your computer does not have this connection, please bring an appropriate converter.

Please note that if there are any problems with the connection to the projection equipment, the secretariat may ask you to use a PC prepared by the secretariat.

The resolution of the screen is FullHD (1920 x 1080).

Please bring all required connection cables and AC adaptor for your own PC.

The voltage for Eastern Japan, is 100 V, 50 Hz. The plug type in Japan is type A with two flat blades without a ground pin, the same type widely used in the USA and Canada.

Turn off any sleep functions and screensavers.

Please check the operation of the PC at the PC center first and submit the PC and backup data to the PC operator's desk in the session room at least 15 minutes prior to your presentation to check the connection.

After your presentation, please collect your PC at the PC operator's desk.

*Please also check “COI Disclosure” on the next page.

Poster Presentation

Poster Room
Hall E, B2 Floor

Poster Set-up and Presentation Schedule

Poster mounting: Friday, March 22, 9:00-11:00
 Poster viewing: Friday, March 22, 11:00-17:25 and Saturday, March 23, 9:00-16:00
 Presentation and discussion: Friday, March 22, 17:25-18:10
 Poster Removal: Saturday, March 23, 16:00-16:30

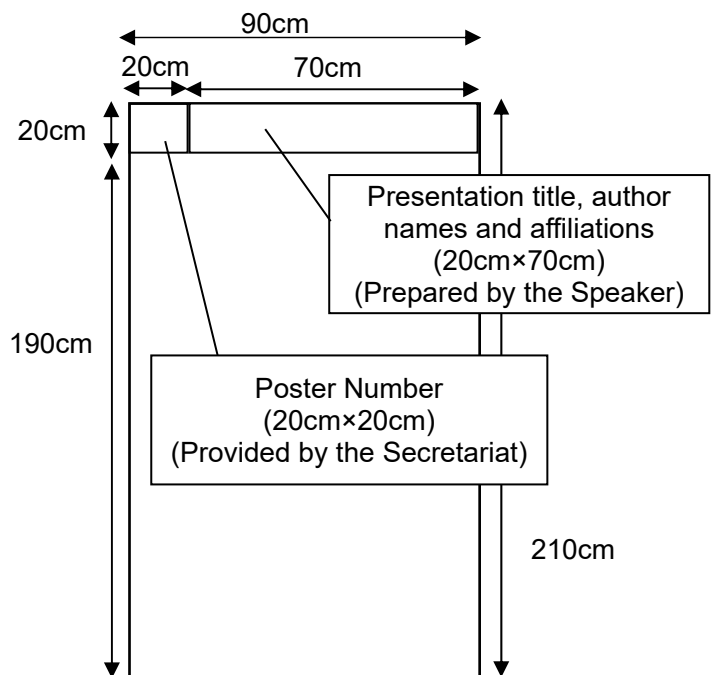
Please put your poster on the panel during the Poster mounting time. Posters will not be replaced and please display your poster for two days.
 Pushpins for display and Speaker Ribbon will be provided at each panel. Speakers are required to wear a ribbon prominently above the waist.
 During the presentation time, please stand by in front of your poster.
 Any posters remaining after the removal time will be disposed of by the Secretariat.

Poster Board

Poster Panel Size: 210cm high, 90cm wide

Please note that if the panels are used too low down, it will be difficult to see and inconvenient for presentations and Q&A sessions.

The organizer will provide the poster number in the upper left corner of the panel. Presenters are required to make the presentation title, author names and affiliation section (20cm long x 70 cm wide) and place them on the right side of the poster number (at the top of the panel).



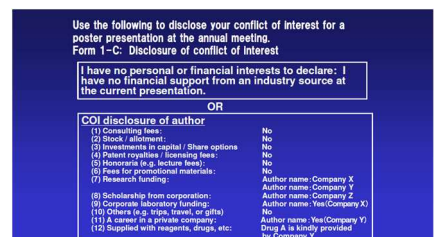
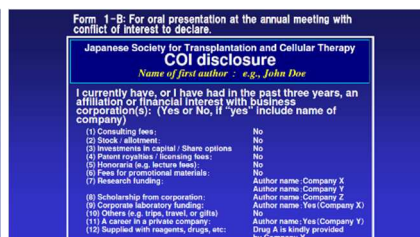
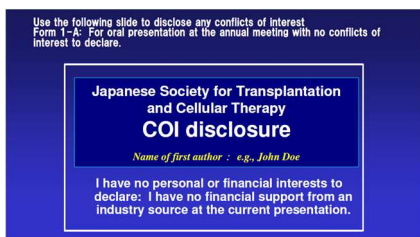
COI Disclosure

All presenters who make presentation at this meeting are required to include a one-page slide for COI disclosure. Any COI in the past 3 years before the submission of abstract till the time of presentation should be disclosed.

Please refer the sample file below:

https://convention.itbcom.co.jp/jstct2024/data/abstracts/coi_form01abc_eng.ppt

For oral presentations, make the COI disclosure on the beginning slides (or right after the subject/presenter introductory slide); for poster presentations, make it at the end of the poster.



COI: details on the items to declare:

- (1) Consulting fees: 1,000,000 JPY/yr or more from one company / organization
- (2) Stock / allotment: 1,000,000 JPY or more profit or holding more than 5% of total stock
- (3) Investments in capital / Share options: 1,000,000 JPY or more for one company
- (4) Patent royalties / licensing fees: 1,000,000 JPY/yr or more from one company / organization
- (5) Honoraria (e.g. lecture fees): 500,000 JPY/yr or more from one company / organization
- (6) Fees for promotional materials: 500,000 JPY/yr or more from one company / organization
- (7) Research funding: 1,000,000 JPY/yr or more from one company / organization
- (8) Scholarship from corporation: 1,000,000 JPY/yr or more from one company / organization
- (9) Corporate laboratory funding: 1,000,000 JPY/yr or more from one company
- (10) Others (e.g. trips, travel, or gifts): 50,000 JPY/yr or more from one company
- (11) A career in a private company within 5 years
- (12) Supplied with reagents, drugs, etc