

To All Speakers and Chairpersons

All presentations must be presented using a computer (Digital Presentation). Please note that there is no overhead slide projection (OHP) or VHS and DVD equipment available.

■Ribbons

All chairpersons and speakers must wear ribbons. These ribbons will be distributed on the day of the session at the Chairpersons/Speakers Desk. Please come to 「Chairpersons and Speakers Desk」 in the Lobby on the underground first floor of Tokyo International Forum on the day of your session. In particular, in case that ribbons are not worn at the Poster Discussion, participants may not be allocated to attend. Please make sure to wear the ribbon.

■Data Preparation for Presentation

1. PC Center

Presentation data cannot be accepted in the seminar halls/rooms. Please bring your data in advance to the PC Center and complete data registration procedures.

<Venue>

Lobby on the underground first floor of Tokyo International Forum

* Please turn in your data at least one hour before the start of your presentation. Those who use their own computers are also requested to come to the PC Center to check how they work.

* Overcrowding is expected on the first day and those who will make presentations after the second day are kindly requested to turn in your data after 1 p.m. on April 18 (Thu).

Date	Opening hours
April 18 (Thu)	8 : 00~18 : 00
April 19 (Fri)	7 : 30~18 : 00
April 20 (Sat)	7 : 30~17 : 00
April 21 (Sun)	7 : 30~12 : 00

Windows10, PowerPoint 2007, 2010, 2013 and 2016 are available in every room. Resolution of the screen is XGA (1024×768).

Please refer to the following instruction to turn in your presentation data.

	Windows	Macintosh
Media	○	×
Using your own computer	○	○
OS	Windows10	/
Data format	PowerPoint 2007, 2010, 2013 and 2016	/

2. Data Format

<To turn in your data by media>

- Please save your data on a CD-R or USB flash memory stick before bringing it to the PC Center.
- Although the latest anti-virus software is always applied at the PC Center, please check your media in advance to avoid scattering any unknown virus on the computer system. And speakers are encouraged to save no other data than presentation data on the media.
- Please use OS standard font (English : Times New Roman/Century/, Japanese : MS Mincho/MS Gothic etc.).
- Speakers using moving images are encouraged to use their own computer for your presentation. If you plan to turn in your media including moving images, please make sure that they are able to be shown in Windows Media Player and refrain from using any special codec. To avoid any trouble, please bring the backup media and your own computer.
- If your presentation uses linked data such as still or moving images and graphs etc., please store all linked data and ensure that the data work correctly prior to your presentation.
- All the presentation data will be completely deleted after the closing of the Meeting in a responsible manner.

<To turn in your data by your own computer>

- If you plan to use your Macintosh computer, please bring it.
- D-sub 15 pin is provided for the projector. Please bring your adapting connectors if needed.
- Please bring a power code for power charging on site.
- Please cancel screen saver and power saver set-up beforehand.

- After completing the registration at the PC Center, please bring your computer to the Operator Desk of your seminar hall/room. The Operator Desk is located in the front left side of each hall/room.
- After your presentation, please come to the Operator Desk to pick up your computer.

■Conflict of Interest (COI)

All speakers must disclose the presence or absence of COI with companies related to themselves. If the speakers have any COI to disclose, the category and company names should be described after the speakers' names in the second slide or at the end of the poster, as shown in the example below. If all speakers do not have any COI to disclose, there should be a statement of "Absence of conflict of interest", to the effect. ※In the case of "Category P" (the speaker has obtained Patent or has been applying for Patent), the company name need not to be described.

These rules are applicable to all presentations including those in Co-Sponsored Seminars.

Example :

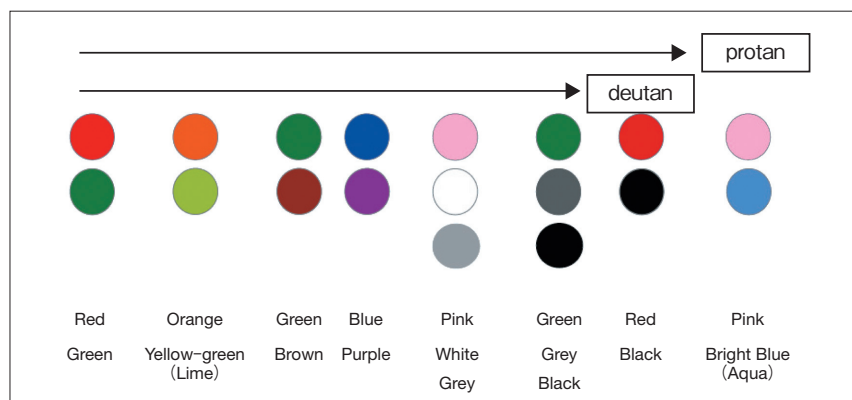
- [Conflict of Interest : correspondence] Present
- Taro Nishigaki ([F] × × Pharmaceutical, [I] × × Technologies)
- Hanako Nishigaki ([P])

On October 21st 2015, the rules on disclosures related to the COI status in the Japanese Ophthalmological Society (JOS) has been revised. In this new rules, all speakers must disclose above COI status within the last three years, no matter whether it's concerned with or without the content of their presentations.

■Note When Preparing Presentation Slides

Please prepare PowerPoint slides which are Ophthalmology-based and easy to understand.

1. All speakers must disclose the COI status related to themselves in the second slide.
2. Please put reasonable spaces between characters. It is very difficult to read slides without enough spaces, especially for people with angular vision and cortical vision.
3. Please be mindful that the number of slides is appropriate for your presentation, and allow enough time for the audience to read and understand the contents of each slide.
4. Colors and mixed colors used on slides
 - 1) Please do not use many colors on one slide. Please provide clear contrast between background and texts, for example, blue or black for background and white or yellow for texts.
 - 2) Please do not use the following color combinations together on one slide. The lack of contrast proves too difficult for some people to see clearly.



■Important Note (Non-attendance)

1. Please note that if a presenter of a Paper or Poster does not attend at their designated time and place without prior notice, as a penalty, the presenter will not be allowed to make a presentation as the presenting author at the next JOS Annual Meeting. This policy was determined by the Program Committee of the Japanese Ophthalmological Society.
2. If unable to attend the Meeting for any compelling reason, the presenter must inform the congress secretariat in advance of the reason for absence in writing, either by post or by e-mail.

Congress Secretariat of the 123rd Annual Meeting of the Japanese Ophthalmological Society
c/o JTB Communication Design, Inc. Meeting & Convention Business Unit.
TEL : 06-4964-8869 FAX : 06-4964-8804
E-mail : 123jos@jtbcom.co.jp

3. In the event that an unforeseen contingency occurs (traffic problems or an acute physical condition, etc.) close to the Annual Meeting begins, please contact the Headquarters (TEL : 03-5221-9175, Conference Room G504 on the 5th floor of Tokyo International Forum Glass Building) immediately.

To Speakers and Chairpersons for The International Crosstalk Symposium by Young Ophthalmologists

1. Presentations should be made in digital format only. Please bring your presentation data in advance to the PC Center.
2. Presentation time is 10 minutes without any discussion.

To Speakers and Chairpersons for Papers

■Speakers for Papers : Presentations and Discussion

1. All presentations should be made in digital format only. Please bring your presentation data in advance to the PC Center.
2. Please ensure that you turn in your data at latest 1 hour prior to the start of your presentation.
3. Please be seated in the "Next Speaker's Seat" in the first row of the hall/room at least 15 minutes before your session starts.
4. At the chairperson's instruction, please start your presentation using the wireless mouse on the lectern. (There is no computer on the lectern.)
5. Total presentation time is 12 minutes, with 8 minutes allotted for presentation and 4 minutes for discussion. Given the fact that there are many presentations in a short space of time, you are requested to ensure that you adhere strictly to your allotted time.

■Chairpersons for Papers : Presentations and Discussion

1. Please be seated in the "Next Chairperson's Seat" in the first row of the hall/room at least 20 minutes before your session starts.
2. Once you receive your cue to begin the session, please come up to the chairperson's desk and begin the session.
3. Total presentation time is 12 minutes, with 8 minutes allotted for presentation and 4 minutes for discussion. Given the fact that there are many presentations in a short space of time, please ensure the smooth progress of the session you are chairing.

To Speakers and Chairpersons for Poster Presentations

■Poster Presentation Venue

Tokyo International Forum, Hall E, B2F

■Speakers for Poster Presentation : Presentations and Discussion

1. Please be sure to set up and clean up your poster exhibits during the designated times. For specific guidelines, please refer to details below.
2. Sessions are proceeded by the chairperson at the venue.
3. Total presentation time is 5 minutes, with 3 minutes allotted for presentation and 2 minutes for discussion. In preparation for your presentation, please be ready in front of your posters at the time of your session. During the session, please be sure to wear your ribbon (blue) as the presenting author. JOS Annual Meeting staff will check the attendance of poster presenters.
4. Please use a microphone for your presentation. Presenter's voice is transmitted through a multi-channel receiver.

■Poster Set-up, Poster Session and Clean-up

*Other than the poster session period, participants can view posters freely.

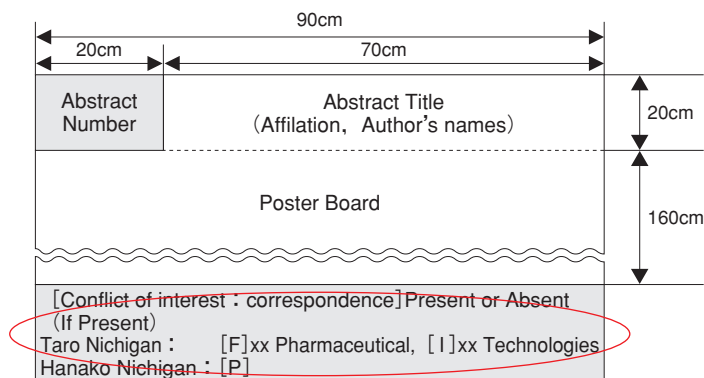
*Please be sure to clean up your poster exhibits yourself during the designated clean-up time. Once the clean-up time has expired, everything remaining in the venue will be disposed by the congress secretariat.

	Set-up	Exhibition	Poster Session	Clean-up
April 18 (Thu)	9 : 00~12 : 00	12 : 00~16 : 30	16 : 30~17 : 40	—
April 19 (Fri)	—	8 : 30~17 : 45	17 : 45~18 : 50	—
April 20 (Sat)	—	8 : 30~17 : 30	—	17 : 30~18 : 30

■Guidelines for Poster Presentation

1. Your abstract number (20 cm×20 cm) will be posted on your assigned board by the congress secretariat.
2. Please prepare a title (20 cm×70 cm) separately from the main poster, which should include the abstract title, the authors' names and affiliation.
3. The main poster should be no longer than 160 cm×90 cm.
4. Please specify the absence or presence of conflict of interest at the bottom of the poster.
5. Pins for mounting will be available on the poster board. Please use these pins to fix the poster securely to the board.

*If authors have any conflict of interest to disclose, the category and company names should be described at the bottom of the poster, after the presenters' name



■Chairpersons for Poster Presentations : Presentations and Discussion

1. Please be ready in front of the posters of your session at least 10 minutes before your session starts.
2. When the starting time has come, please begin the session.
3. Total presentation time is 5 minutes, with 3 minutes allotted for presentation and 2 minutes for discussion. Given the fact that there are many presentations in a short space of time, please ensure the smooth progress of the session you are chairing.

The 124th Annual Meeting of the Japanese Ophthalmological Society

Date : April 16 (Thu)– April 19 (Sun), 2020

Venue : Tokyo International Forum
3-5-1 Marunouchi, Chiyoda-ku, Tokyo 100-0005, Japan
TEL : +81-3-5221-9000

President :
Hiroshi Goto (Professor, Tokyo Medical University, Department of
Ophthalmology)

Vice-President :
Kimiko Fukushima (President, Tokyo Association of Ophthalmologists)

URL : <https://convention.jtbcom.co.jp/124jos/>