

To All Speakers and Chairpersons

We ask that all speakers submit a recording of their presentation prior to the conference (either as slides with embedded narration or a video file), regardless of whether they will be presenting remotely or on site.

(Submission period : 12 : 00 JST on March 18 (Thu) to 16 : 00 JST on March 31 (Wed))

Please upload your data via the 125th JOS Annual Meeting website, as described in an earlier e-mail.

*Because of the logistical complications due to the COVID-19 pandemic, we are unable to accommodate in-person submissions of presentation data at the venue. Furthermore, we anticipate that any given speaker's ability to travel could suddenly change due to organizational restrictions or municipal regulations. We therefore ask that all speakers provide recordings of their presentations ahead of time, to ensure that the conference can proceed smoothly. Thank you for your cooperation.

*Note that in the hours leading up to the submission deadline, the website may experience a surge in traffic and upload times may lag. We therefore recommend that you prepare and submit your recording as early as possible.

■Data Correction desk

The conference website includes options for submitting corrections to previously uploaded presentation files. However, if you need to submit a correction to your presentation during the conference, please visit the Data Correction Desk at the conference venue.

Location : Osaka International Convention Center, 10th floor, Foyer

■File Formats for Submitted Presentations

We ask that all speakers submit a recording of their presentation prior to the conference (either as slides with embedded narration or a video file), regardless of whether they will be presenting remotely or on site.

(Submission period : 12 : 00 JST on March 18 (Thu) to 16 : 00 JST on March 31 (Wed))

Please upload your data via the 125th JOS Annual Meeting website, as described in an earlier e-mail.

First, use PowerPoint's built-in slide show recording feature, narrating over your slides as if presenting to an audience. Once the recording is complete, save the file using either the PowerPoint (.pptx) or MPEG-4 (.mp4) file format. Then, navigate to the 125th JOS Annual Meeting website and upload the file. Further guidance can be found on the conference website.

■Conflict of Interest (COI)

All speakers and coauthors must disclose the presence or absence of COI involving companies with which they have a relationship. When disclosing a COI, the category and company names must be listed after the names of the speaker and coauthors on the second slide or at the bottom of the poster, as shown in the example below. If there is no COI to disclose, please state "There is no conflict of interest to declare."

*In the case of "Category P" (the speaker or a coauthor has obtained or applied for a patent), the company name may be omitted.

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

- [Conflict of Interest : correspondence] Present
- Taro Nichigan ([F] × Pharmaceutical Company, [I] × Technology Company)
- Hanako Nichigan ([P]) [[Please check the COI part carefully to ensure it conveys your intended meaning. In particular, we've noted coauthors in addition to the speaker.]]

As of October 21, 2015, the rules pertaining to the disclosure of COI status in the Japanese Ophthalmological Society (JOS) have been revised. According to these new rules, all speakers must disclose the above COI status within the last three years, regardless of whether it is related to the content of their presentations.

■Note When Preparing Presentation Slides

Please prepare PowerPoint slides that are ophthalmology-based and easy to understand.

All speakers must disclose their COI status on the second slide.

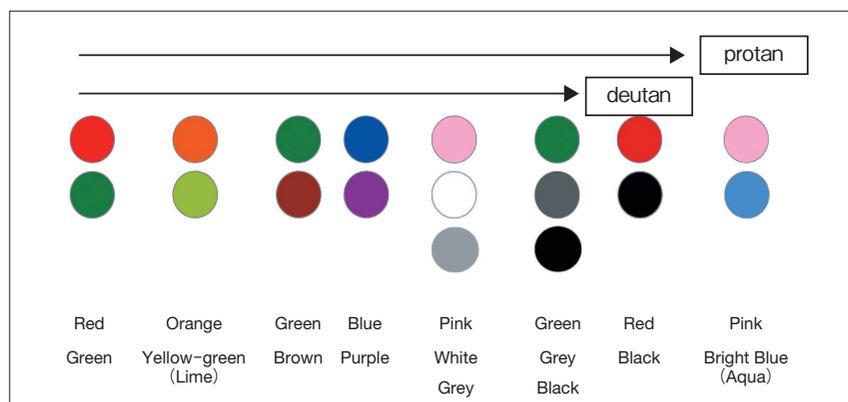
Please put reasonable space between characters. It is very difficult to read slides without enough space, especially for people with poor visual acuity or cortical visual impairment.

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 content of each slide. When designing slides, consider font sizes and line spacing, bearing in mind that overly crowded slides may be difficult to read. In particular, please be considerate of those with poor visual acuity or cortical visual impairment.

Colors and mixed colors on slides

Please do not use many colors on one slide. Please provide clear contrast between background and text. For example, use a blue or black background with white or yellow texts.

Please do not use the following color combinations together on one slide. The lack of contrast is 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 session at the designated time and place without prior notice, as a penalty, the presenter will not be allowed to make a presentation as a presenting author at the next JOS Annual Meeting. This policy was decided by the Program Committee of the Japanese Ophthalmological Society.
2. If unable to attend the Meeting for a 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 125th Annual Meeting of the Japanese Ophthalmological Society
c/o Meeting and Convention Unit, JTB Communication Design, Inc.

FAX : +81-6-4964-8804

E-mail : 125jos@jtbcom.co.jp

* As a safety measure against the spread of COVID-19, staff members of the Congress Secretariat are currently working remotely.

We therefore ask that inquiries be made via e-mail if at all possible. Thank you for your cooperation.

3. In the event that an unforeseen contingency occurs (traffic problems, acute physical illness, etc.) shortly before the Annual Meeting begins, please immediately contact the Headquarters (TEL : 06-4803-6350 ; Osaka International Convention Center, 5th floor Room 502).

To Speakers and Chairpersons for Papers

■ Speakers for Papers : Presentations and Discussion

*For those presenting on site :

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.

At the chairperson's instruction, please start your presentation using the wireless mouse on the lectern. (There is no computer on the lectern.)

The total presentation time is 12 minutes, with 8 minutes allotted for presentation and 4 minutes for discussion. Because there are many presentations in a short space of time, you are requested to ensure that you adhere strictly to your allotted time.

To help prevent the spread of COVID-19, a bottle of alcohol-based hand sanitizer will be located near the lectern. Please disinfect your hands both before and after your presentation.

*For those presenting remotely :

Please join the Zoom meeting room and signal for the presentation to begin. The on-site staff will begin playback of your pre-recorded presentation. After the playback has finished, the chairperson will conduct Q&A. Please listen to the questions and respond over Zoom. For additional details, please refer to the conference website or to instructions provided via e-mail prior to the conference.

■Chairpersons for Papers : Presentations and Discussion

*For those chairing on site :

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.

Once you receive your cue to begin the session, please come up to the chairperson’s desk and begin the session.

The total presentation time is 12 minutes, with 8 minutes allotted for presentation and 4 minutes for discussion. Because there are many presentations in a short space of time, please ensure the smooth progress of the session you are chairing.

*For those chairing remotely :

Please join the Zoom meeting room, and then proceed to conduct and manage the session over Zoom. Further details will be provided via e-mail prior to the conference.

To Speakers and Chairpersons for Poster Presentations

■Poster Presentation Venue

To help prevent the spread of COVID-19, there will be no on-site poster displays or poster presentations at the conference venue. Instead, this part of the conference will be conducted entirely online. Speakers will be able to upload pre-recorded presentations to the conference website as video files (.mp4) or PowerPoint files with embedded narration (.pptx).

Poster Viewing Periods

- 8 : 00 JST on April 8 (Thu) to 13 : 00 JST on April 11 (Sun)
- 8 : 00 JST on April 26 (Mon) to 17 : 00 JST on May 10 (Mon)

The 126th Annual Meeting of the Japanese Ophthalmological Society

Date : April 14 (Thu)–April 17 (Sun), 2022

Venue : Osaka International Convention Center
5-3-51, Nakanoshima Kita-ku, Osaka 530-0005 Japan
TEL : +81-6-4803-5555
RIHGA Royal Hotel Osaka
5-3-68 Nakanoshima, Kita-ku, Osaka 530-0005 Japan
TEL : +81-6-6448-1121

President :
Kohji Nishida (Professor, Department of Ophthalmology, Osaka University
Graduate School of Medicine)

Vice-President :
Akihiko Sahori (President, Osaka Ophthalmologists Association)

URL : <http://www.congre.co.jp/jos2022>