

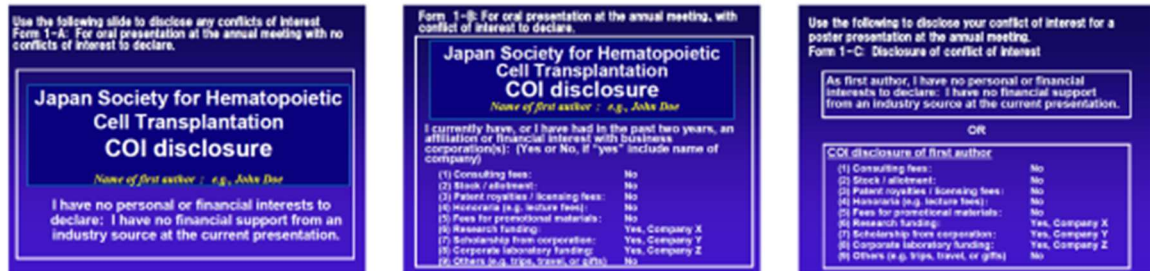
【JSHCT2019 -Guideline for Presenters】

1. Concerning Conflicts of Interest

All speakers must disclose any COI (Conflict of Interest) on the second slide of the presentations.

Template can be downloaded from :

https://convention.jtbcom.co.jp/jshct2019/data/riekisohan_format_eigo.ppt



2. Registration Desk

Place: Main lobby on the 5th floor of Osaka International Convention Center

Open hours : Thursday, March 7, 2019 13:30-18:30
 Friday, March 8, 2019 8:00-18:30
 Saturday, March 9, 2019 7:30-15:00

Registration fee:

Member (Doctors, exhibitors):	15,000 yen
Member (Nurses, HCTC, other medical staff):	10,000 yen
Non-member (Doctors, exhibitors):	20,000 yen
Non-member (Nurses, HCTC, other medical staff):	12,000 yen
Students:	2,000 yen
Program book:	2,000 yen / 1copy
 Networking Dinner (March 8):	 3,000 yen

3. PC Center

Place: Main lobby on the 5th floor of Osaka International Convention Center

Opening hours: Thursday, March 7, 2019 13:30-18:30
 Friday, March 8, 2019 8:00-18:00
 Saturday, March 9, 2019 7:30-14:30

- Please submit your data at least 40 mins before your presentation time.
- You may bring your own lap-top. PC preview is mandatory.

- Please make sure you have backup data in case of any issues.
- If you bring your data in USB flash memory stick, please allow operator to download/copy to server. The secretariat will take responsibility to delete the data after the meeting.
- If video file is included in your presentation, we highly recommend you to use your own laptop for presentation
- Please be sure to check your data with Virus Scanner in advance.

[Precautions on Personal Computer]

1. All equipment is compliant for Windows 10. Windows PowerPoint 2010/2013/2016, Windows Media Player is acceptable.

*For Macintosh Users, we strongly recommend to bring your own laptop.

2. D-sub 15 pin (mini) is provided for the projector. Please bring your adapting connector if needed.

3. The resolution is XGA (1024 x 768) .

[Poster Presentation]

Place: Event Space on 3rd floor of the Convention Center

Schedule:

Please set up and remove your poster on the scheduled time below.

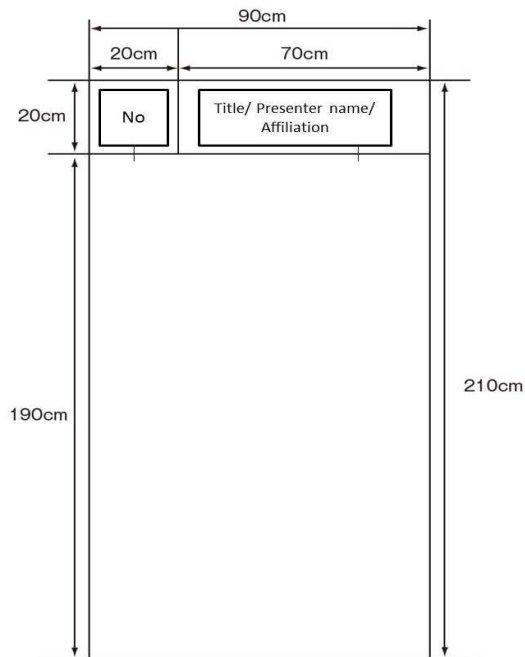
Set -up	Poster view	Presentation time	Remove
March 8 (FRI) 8:30-10:00	March 8 (FRI) 8:30-10:00	March 8 18:20-19:20 P1-1 ~ P18-8	March 9 (SAT) 16:00-17:00
	March 9 (SAT) 9:00-15:00	March 9 15:00-16:00 P19-1 ~ P37-6	

Please wait in front of your poster 15 minutes before the session start time.

1. Poste size:

The required poster size is 90 cm width×190 cm height. Please also prepare the Title, Presenter's name and Affiliation in 70 cm width×20 cm height.

Poster number and pins for placing the posters are prepared on the board.



Please structure your presentation with Background, Methods, Results, Conclusion.
Please devise font size and layout to be seen from a distance and avoid writing too much on the lower part of the poster for the convenience of audience.

2. Conflict of Interest (COI) Disclosure in your presentation

We ask all presenters to disclose their Conflict of Interest.

Please be reminded that all presenters, regardless of having or not having COI, must include this information in their presentation. We thank you for your understanding and cooperation.

✖For poster presenters, please display COI on the lower part of the poster.

3. The presentation time

Allotted time for each poster presentation is **6 minutes total** (4 minutes for your presentation and 2 minutes for discussion).

4. Note

Please confirm the allotted time/date for your poster display. It is presenter's responsibility to set up and remove the poster on your own. All remained posters after the poster removal time will be disposed.