

Information for Moderators (Chairpersons) and Speakers

We kindly request that the moderators (chairpersons) and speakers deliver their presentations at the venue.

1. Information for Moderators (Chairpersons)

- Please come to the next chairperson's seat at the front right of the venue 10 minutes before the start of your session.
- Please ensure sessions proceed on schedule without delay.
- Session time

Session Name	Presentation Time	Q&A Time
Award Session (Oral Presentation)	5 min.	3 min.
General Oral Presentation	5 min.	3 min.
International Session	8 min.	2 min.

- * Please proceed with the designated presentations (symposiums, panel discussions, committee projects, etc.) according to the schedule provided in advance.

2. Information for Oral Speakers

(1) Presentation Data

- PC reception

Location: Awagin Hall 1F Foyer

JR Hotel Clement Tokushima 3F Foyer

The Grand Palace Tokushima 3F Grand Room (Room 10)

Dates	Awagin Hall Reception Hours	JR Hotel Clement Tokushima Reception Hours	The Grand Palace Tokushima Registration Hours
Wednesday, April 22	8:10 ~ 18:00	8:10 ~ 18:00	8:10 ~ 18:00
Thursday, April 23	8:10 ~ 18:30	8:10 ~ 18:30	8:10 ~ 18:00
Friday, April 24	8:10 ~ 15:00	8:10 ~ 15:00	8:10 ~ 15:00

- **Please come to the PC reception desk at the venue (within the facility) where you will be delivering your presentation.**
- Preview and submit your presentation data at the PC reception desk at least 60 minutes before your scheduled session (30 minutes before for the first session in the morning). For information on bringing presentation data, please see the sections below "For Speakers Bringing Their Own Presentation Data" and "For Speakers Who Bring Their Own PC."
- If you bring your own PC, we will have it ready at the video operator's desk on the left front side of the presentation venue after the data preview check.
- If you are using a Macintosh, please be sure to bring your own PC.
- After checking in with your PC, please come to the next speaker's seat at the left front of the venue 10 minutes before your session starts.
- The Grand Palace Tokushima has a PC reception desk in Room10, so please cooperate to avoid interfering with the ongoing program.

[For Speakers Bringing Their Own Presentation Data (Windows Only)]

- (1) Only USB flash drives are accepted as media.
- (2) The specifications of the PCs prepared at the academic meeting are: <OS: Windows 11> <Application: Power Point 2024>. Only fonts included as standard in Windows 11 can be used. Using fonts not included by default may cause issues such as text or paragraph misalignment, garbled characters, or text not displaying properly. The secretariat cannot correct garbled text or abnormal screen layouts in your data, so please check everything thoroughly beforehand.
- (3) Animations and videos can be used, but please provide video files that can be played using the codecs included in the default Windows Media Player. We recommend video files in MP4 format.
- (4) The file size, including the video file, must be within 700 MB.
- (5) There have been cases of virus infection via media, so please scan with the latest virus checking software.
- (6) All data received for presentations will be deleted responsibly by the secretariat after the meeting ends.

[For Speakers Who Bring Their Own PC]

- (1) There are no restrictions on the model, OS, or application that can be used. However, an HDMI cable is used for external output. Some PCs may require a connector that comes with the PC. Please make sure to bring it yourself.
- (2) If you have created presentation data on a Macintosh, please make sure to bring your own PC.
- (3) Videos can be used, but please make sure to check that they work properly at the PC reception desk.
- (4) Please disable screen savers, power-saving settings, virus scans, and startup password prompts beforehand, as they may interfere with the presentation.
- (5) Please make sure to bring your power cable. Using the device on battery power may cause problems. We recommend you bring a backup copy of your data.
- (6) After your presentation, your PC will be returned from the PC operator's desk at the left front of the venue. Please collect your items promptly after your presentation has finished.
- (7) Please note that the Presenter View will not be available.

(2) Presentation Time

- There is no limit to the number of slides, but please be sure to adhere to the presentation time.
- Please proceed with the designated presentations (symposiums, panel discussions, committee projects, etc.) according to the schedule provided in advance.

Session Name	Presentation Time	Q&A Time
Award Session (Oral Presentation)	5 min.	3 min.
General Oral Presentation	5 min.	3 min.
International Session	8 min.	2 min.

(3) Disclosure of Conflict of Interest (COI) at the Time of Presentation

For all presentations, including co-sponsored seminars, the first author must declare and disclose any COIs. For details, please see our Disclosure of Conflicts of Interest page.

Disclosure of Conflicts of Interest

Annual meeting website: <https://convention.jtbcom.co.jp/jsprs69/coi/>

(4) Award Session (Oral Presentation)

Presentations selected from those submitted to the Award Session that are evaluated as outstanding by the Program Committee will be presented as Outstanding Oral Presentation Awards during the Award Session. The most outstanding presentation will be honored as the Best Oral Presentation Award.

[Award Session]

Date and time: 14:45-15:49, Wednesday, April 22

Venue: Room 1 (Awagin Hall 1F hall)

[Award Ceremony]

The awards will be presented at the welcome reception.

Date and time: 19:00-21:00, Thursday, April 23 (planned)

Venue: Outdoor Wedding Plaza south of Awagin Hall

3. Information for Digital Poster Presenters

(1) Digital posters are for viewing only. There will be no presentations.

Please feel free to browse on the PCs available at the venue.

Dates	Reception Hours	Exhibition Venue
Wednesday, April 22	9:00~18:00	Awagin Hall 3F Large Exhibition Room/4F Large Conference Room
Thursday, April 23	9:00~18:30	
Friday, April 24	9:00~15:00	

(2) Disclosure of Conflict of Interest (COI) at the Time of Presentation

For all presentations, the first author must declare and disclose any COIs. For details, please see our Disclosure of Conflicts of Interest page.

Disclosure of Conflicts of Interest

Annual meeting website: <https://convention.jtbcom.co.jp/jsprs69/coi/>

(3) Award Session (Poster)

Posters submitted for the Award Session will be evaluated by the host institution. The best poster presentation will be awarded the Best Poster Award.

[Award Session]

There will be no presentations by the speakers.

[Award Ceremony]

The awards will be presented at the welcome reception.

Date and time: 19:00-21:00, Thursday, April 23 (planned)

Venue: Outdoor Wedding Plaza south of Awagin Hall