

JSTCT2025 - 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 session start time (30 minutes prior if your session is scheduled at early morning.)

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

PC Center 1

Location: Osaka International Convention Center, 5F Main Foyer

Open hours: Thursday February 27, 13:30-18:00

Friday, February 28, 7:45-18:00

Saturday, March 1, 7:30-16:00

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 current 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.

First please check the operation of the PC at the PC center, then 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 Page 3.

Poster Presentation

Poster Room

Osaka International Convention Center, 3F Event Hall

Poster Set-up and Presentation Schedule

Poster mounting: Friday, February 28, 8:30-10:00

Poster viewing: Friday, February 28, 10:00-18:00 and Saturday, March 1, 9:00-15:00

Presentation and discussion*: Friday, March 1, 18:00-18:45 *Free discussion with audience

Poster Removal: Saturday, March 1, 15:00-17:00

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 and discussion time, please stand by in front of your poster.

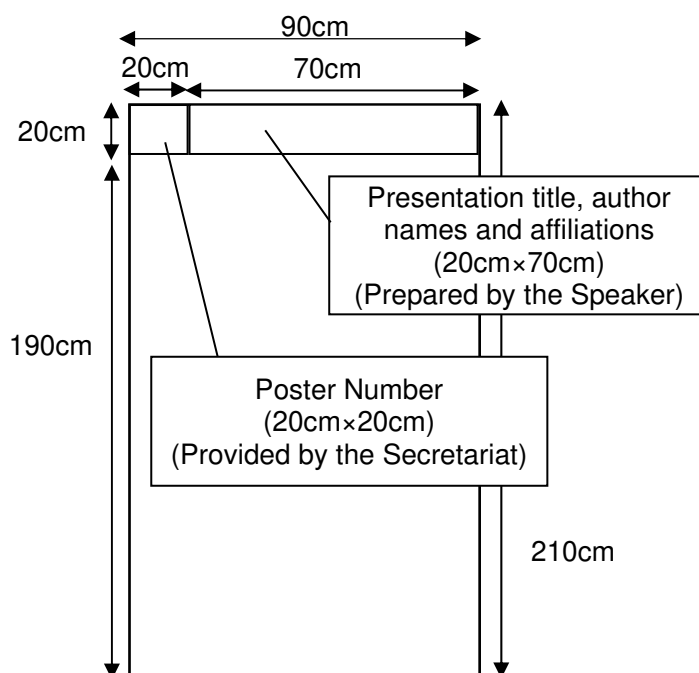
Any posters remaining after the removal time will be disposed of by the Secretariat.

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).



Request for submission of short presentation video

Since the open discussion will only be held in the evening of Friday, February 28, video presentation will be released during the conference so that participants can freely listen to the poster presentations at other times, and it may provoke the in-depth discussion.

The videos will only be available to on-site participants, and it will NOT be available for on-demand streaming after the meeting.

Video release period: Friday, February 28, 2025, 10:00 to Saturday, March 1, 2025 15:00 JST

All poster presenters are required to submit the short presentation video in the following format:

File type: mp4

Image size: 4:3 preferable

Length of the video: 3 minutes

File size: up to 400MB

COI disclosure: Please disclose the COI status at the beginning of your presentation using the COI disclosure slide.

For details, please see the column "COI Disclosure" below.

Slide Template: https://convention.itbcom.co.jp/jstct2025/data/abstract/coi_form01abc_eng.ppt

The instructions of how to submit the video will be announced to each poster presenter by e-mail.

Video data submission Period: Monday, February 3 to Monday, February 17, 23:59 JST

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:

URL: https://convention.jtbcom.co.jp/jstct2025/data/abstract/coi_form01abc_eng.ppt

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

Also, if you have anything to declare, please submit the copy of COI disclosure slide in PDF file to the JSTCT2025 Secretariat (jstct2025@jtbcom.co.jp).

<p>Use the following slide to disclose any conflicts of interest Form 1-A: For oral presentation at the annual meeting with no conflicts of interest to declare.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Japanese Society for Transplantation and Cellular Therapy COI disclosure</p> <p><i>Name of first author : e.g., John Doe</i></p> <p>I have no personal or financial interests to declare. I have no financial support from an industry source at the current presentation.</p> </div>	<p>Form 1-B: For oral presentation at the annual meeting with conflict of interest to declare.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Japanese Society for Transplantation and Cellular Therapy COI disclosure</p> <p><i>Name of first author : e.g., John Doe</i></p> <p>I currently have, or I have had in the past three years, an affiliation or financial interest with business corporation(s): (Yes or No, if "yes" include name of company)</p> <table border="0"> <tr><td>(1) Consulting fees:</td><td>No</td><td></td></tr> <tr><td>(2) Stock / allotment:</td><td>No</td><td></td></tr> <tr><td>(3) Investments in capital / Share options:</td><td>No</td><td></td></tr> <tr><td>(4) Patent royalties / licensing fees:</td><td>No</td><td></td></tr> <tr><td>(5) Honoraria (e.g. lecture fees):</td><td>No</td><td></td></tr> <tr><td>(6) Fees for promotional materials:</td><td>No</td><td></td></tr> <tr><td>(7) Research funding:</td><td>No</td><td>Author name: Company X</td></tr> <tr><td>(8) Scholarship from corporation:</td><td>No</td><td>Author name: Company Y</td></tr> <tr><td>(9) Corporate laboratory funding:</td><td>No</td><td>Author name: Company Z</td></tr> <tr><td>(10) Others (e.g. trips, travel, or gifts):</td><td>No</td><td>Author name: Yes (Company X)</td></tr> <tr><td>(11) A career in a private company:</td><td>Drug A is kindly provided</td><td>Author name: Yes (Company Y)</td></tr> <tr><td>(12) Supplied with reagents, drugs, etc:</td><td></td><td>Drug A is kindly provided by Company Y</td></tr> </table> </div>	(1) Consulting fees:	No		(2) Stock / allotment:	No		(3) Investments in capital / Share options:	No		(4) Patent royalties / licensing fees:	No		(5) Honoraria (e.g. lecture fees):	No		(6) Fees for promotional materials:	No		(7) Research funding:	No	Author name: Company X	(8) Scholarship from corporation:	No	Author name: Company Y	(9) Corporate laboratory funding:	No	Author name: Company Z	(10) Others (e.g. trips, travel, or gifts):	No	Author name: Yes (Company X)	(11) A career in a private company:	Drug A is kindly provided	Author name: Yes (Company Y)	(12) Supplied with reagents, drugs, etc:		Drug A is kindly provided by Company Y	<p>Use the following to disclose your conflict of interest for a poster presentation at the annual meeting. Form 1-C: Disclosure of conflict of interest</p> <div style="border: 1px solid black; padding: 5px;"> <p>I have no personal or financial interests to declare. I have no financial support from an industry source at the current presentation.</p> <p style="text-align: center;">OR</p> <table border="0"> <tr><td colspan="2">COI disclosure of author</td></tr> <tr><td>(1) Consulting fees:</td><td>No</td></tr> <tr><td>(2) Stock / allotment:</td><td>No</td></tr> <tr><td>(3) Investments in capital / Share options:</td><td>No</td></tr> <tr><td>(4) Patent royalties / licensing fees:</td><td>No</td></tr> <tr><td>(5) Honoraria (e.g. lecture fees):</td><td>No</td></tr> <tr><td>(6) Fees for promotional materials:</td><td>No</td></tr> <tr><td>(7) Research funding:</td><td>Author name: Company X</td></tr> <tr><td>(8) Scholarship from corporation:</td><td>Author name: Company Y</td></tr> <tr><td>(9) Corporate laboratory funding:</td><td>Author name: Company Z</td></tr> <tr><td>(10) Others (e.g. trips, travel, or gifts):</td><td>Author name: Yes (Company X)</td></tr> <tr><td>(11) A career in a private company:</td><td>Author name: Yes (Company Y)</td></tr> <tr><td>(12) Supplied with reagents, drugs, etc:</td><td>Drug A is kindly provided by Company Y</td></tr> </table> </div>	COI disclosure of author		(1) Consulting fees:	No	(2) Stock / allotment:	No	(3) Investments in capital / Share options:	No	(4) Patent royalties / licensing fees:	No	(5) Honoraria (e.g. lecture fees):	No	(6) Fees for promotional materials:	No	(7) Research funding:	Author name: Company X	(8) Scholarship from corporation:	Author name: Company Y	(9) Corporate laboratory funding:	Author name: Company Z	(10) Others (e.g. trips, travel, or gifts):	Author name: Yes (Company X)	(11) A career in a private company:	Author name: Yes (Company Y)	(12) Supplied with reagents, drugs, etc:	Drug A is kindly provided by Company Y
(1) Consulting fees:	No																																																															
(2) Stock / allotment:	No																																																															
(3) Investments in capital / Share options:	No																																																															
(4) Patent royalties / licensing fees:	No																																																															
(5) Honoraria (e.g. lecture fees):	No																																																															
(6) Fees for promotional materials:	No																																																															
(7) Research funding:	No	Author name: Company X																																																														
(8) Scholarship from corporation:	No	Author name: Company Y																																																														
(9) Corporate laboratory funding:	No	Author name: Company Z																																																														
(10) Others (e.g. trips, travel, or gifts):	No	Author name: Yes (Company X)																																																														
(11) A career in a private company:	Drug A is kindly provided	Author name: Yes (Company Y)																																																														
(12) Supplied with reagents, drugs, etc:		Drug A is kindly provided by Company Y																																																														
COI disclosure of author																																																																
(1) Consulting fees:	No																																																															
(2) Stock / allotment:	No																																																															
(3) Investments in capital / Share options:	No																																																															
(4) Patent royalties / licensing fees:	No																																																															
(5) Honoraria (e.g. lecture fees):	No																																																															
(6) Fees for promotional materials:	No																																																															
(7) Research funding:	Author name: Company X																																																															
(8) Scholarship from corporation:	Author name: Company Y																																																															
(9) Corporate laboratory funding:	Author name: Company Z																																																															
(10) Others (e.g. trips, travel, or gifts):	Author name: Yes (Company X)																																																															
(11) A career in a private company:	Author name: Yes (Company Y)																																																															
(12) Supplied with reagents, drugs, etc:	Drug A is kindly provided by Company Y																																																															

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