

# Information for Presenters

The 32nd Annual Scientific Meeting of the Japan Epidemiological Association will be held online. Due to the nature of the webcast format, all participants are asked to take extra care to protect personal information in compliance with Association's ethics rules. All presented data will be destroyed by the Secretariat after the meeting.

## 1. Real-Time Live Streaming

- The following sessions will be available for real-time live streaming.
  - Presidential Lecture
  - Special Lecture
  - Educational Lecture 1 and 2
  - Main Symposium
  - Oral Presentation Award Nominee Presentations
  - Symposium 1 to 5
  - Young Investigator Award Winners' Special Lecture
  - Oral Presentation (1) to (8)
  - Epidemiology Seminar
  - Pre-Seminar
- Real-time streaming will be available from January 26 (Wed) to 28 (Fri). Please see the Program page for the session schedule.
- Zoom Webinar will be used for real-time live streaming.  
Instructions on using Zoom Webinar and the details for the rehearsal and confirmation etc., related to real-time live streaming will be informed separately.

## 2. Time Allocation for Presentation and Discussion

Session	Presentation	Q & A	Discussion
Presidential Lecture	30 min.	-	-
Special Lecture	60 min.	-	-
Educational Lecture 1 and 2	60 min.	-	-
Main Symposium	TBA		
Symposium 1	15 min.	-	20 min.
Symposium 2	15 min.	-	20 min.
Symposium 3	15 min.	-	20 min.
Symposium 4	TBA		
Symposium 5	15 min.	-	20 min.
Young Investigator Award Winners' Special Lecture	10 min.	5 min.	-
Oral Presentation	7 min.	3 min.	-
Oral Presentation Award Nominee Presentations	8 min.	2 min.	-

### **3. Instruction for Chairpersons and Speakers**

- Please prepare your presentation with Microsoft PowerPoint.
- Rehearsal session is scheduled on Wednesday, January 26. The details will be informed directly to presenters.
- The URL link for your designated Zoom Room will be sent to presenters beforehand. Please enter your Zoom Room from the designated URL link.
- On the day of your presentation, we will test your connection to the session's Zoom Room where you will give your presentation.
- Please enter your Zoom Room 30 minutes before the start time of your session.  
We will confirm your audio, PC images, screen sharing and your presentation plan, and explain the precautions.
- The presenter will operate the presentation slides by yourself.
- The "Q&A" function and "Raise Hand" function on Zoom Webinar will be used in the Q&A session after your presentation.
- The chairperson will select the questions and ask the presenter to answer.

### **4. Conflict of Interest (COI)**

At the November 7, 2014 meeting of the Board of Members of the Japan Epidemiology Association, it was decided to include a slide on COI (Conflict of Interest) in presentations.

All presenters are required to include this statement regardless of COI status or presentation format. Please refer to the 32nd Annual Scientific Meeting of the Japan Epidemiological Association website for details on the COI format.