

8. To Presenters

Presentation Guidelines

① To Oral presenters

After your presentation data has been checked at the PC reception desk, please take your seat in the next speaker's seat at the front left of the venue 10 minutes before your presentation.

You will need to declare Conflict of Interest (COI) before your presentation.

Please see "12. Conflict of Interest (COI)" below for details.

Presentation time:

We will inform the speakers of special lectures, symposiums, etc. in advance of their presentation.

Oral presentations will be 10 minutes in total, with 7 minutes for the presentation and 3 minutes for Q&A.

<Presentation data>

※Please complete your registration and slide data check at the PC reception (in front of Room 1 (Main Hall)) 30 minutes before your presentation. If you will be presenting in the first session of the morning, please complete your registration and data check 20 minutes before the start of your session, or preferably the day before.

Venue: Kochi City Cultural Plaza CUL-PORT 1F

PC reception:

Wednesday, February 12th 12:15-18:00

Thursday, February 13th 8:20-18:00

Friday, February 14th 8:10-14:00

- Please give your presentation while displaying the slides on your PC.
- Windows PC will be available at the venue.
- The compatible application software is PowerPoint 2019.
- To prevent garbled text, please prepare your slides using standard Windows fonts.
- Please prepare slides in widescreen (16:9) .
- Please name your presentation data file as "presentation number_name".
- Please bring your presentation data on a USB memory stick. Please make sure that the data saved on the USB memory stick can be played properly even if copied to another PC.
- Please note that presenter tools will not be available and the screen will be single-sided projection.
- If you are using a Mac, please make sure to check that your data works on a Windows PC that meets the above requirements before bringing it in.
- Please submit your presentation data and check your slides at the PC reception desk 30 minutes before the session you are presenting in. *Presenters in the first session of the morning should submit their presentation data and check their slides 20 minutes before the session begins.
- Even if you bring your own PC, please be sure to stop by the PC reception desk.

※It is not possible to edit your presentation data at the PC reception desk, so please check it

before submitting it. Please be sure to keep to the presentation time and cooperate in ensuring the smooth running of the program.

- Before saving your presentation data, be sure to check your PC and USB memory with the latest virus prevention software.
- The presentation data will be deleted responsibly by the Liaison Office after the conference.

<Regarding bringing in media and PC>

- Please make a backup of the data you submit in advance to avoid losing it.
- If you wish to use video or audio in your presentation, please be sure to inform the PC reception staffs.
- If you bring your presentation data including videos on a USB memory stick, please also bring your own PC as a backup.
- Please note that the conference organizer will not take responsibility if any problems occur with the video.
- After checking the PC at the PC reception desk, the PC will be returned to the presenter at the PC operator's seat in the presentation venue. The connection to the LCD projector is HDMI. Please check the shape of the external output terminal on the PC body and whether it has an output. If you need a dedicated conversion adapter, please bring it with you.
- Please disable your screen saver and power saving settings beforehand.
- Please bring a power cable. Battery powered devices may cause problems during presentations.
- It is not possible to make a presentation using a tablet such as an iPad.

②To Poster presenters

Please check the poster installation, Q&A and removal times.

Date	Installation time	Q&A	Removal time
Thursday, February 13th	12: 20 ~ 13: 20	15: 10 ~ 15: 50	16: 50 ~ 17: 20
Friday, February 14th	8: 50 ~ 9: 50	11: 40 ~ 12: 20	13: 20 ~ 13: 50

✂During the Q&A period, please feel free to discuss with other participants. There will be no guidance from the Chair.

✂Please be sure to complete the installation and removal of your posters within the times stated above. Any posters remaining after the removal time will be disposed of by the Liaison Office.

- We will provide a 90cm x 180cm board and pins for attaching posters at the venue. Please attach the presentation title and information about the authors (including co-authors) and affiliations next to the presentation number or prepare a poster that includes this information.
- We recommend that the text in the poster be around 30 points.
- Please include a COI disclosure at the end of your poster. For details, please see "12. Conflict of Interest (COI)" below.



9. Conflict of Interest (COI)

All presenters are required to declare any conflict of interest (COI) when making a presentation at a conference, regardless of whether they have a COI or not and regardless of the presentation types (oral or poster presentation). For details, please refer to the Japan Epidemiological Association website.

<https://jeaweb.jp/about/coi/>