42

Gen Thorac Cardiovasc Surg（2018）Volume 66 Supplement
The 71st Annual Scientific Meeting of the Japanese Association for Thoracic Surgery

# Warm Welcome from 71JATS to All Foreign Participants

## To All Participants

## 1. Registration

All Foreign participants must visit Registration desk at 1F Lobby, International Convention Center Pamir, Grand Prince Hotel New Takanawa to register and pick up the congress kit.

Please wear the congress badge whenever access the venue to attend the sessions and obtain the services.

【Registration Desk Opening Hours】

| October 3（Wed.） | October 4（Thu.） | October 5（Fri.） | October 6（Sat.） |
|---|---|---|---|
| 9:30 − 19:00 | 7:00 − 18:30 | 7:00 − 18:30 | 7:00 − 15:00 |

## 2. Lunch Time Seminars and Evening Seminars（Industrial Sponsored）

The ticket is required to attend the Lunch Time Seminars which will be distributed on the day of the seminar held with a first-come-first-served basis at the following ticket desk, and those holding the numbered tickets will be admitted to the Lunch Time Seminar on a priority basis.

Please note that the numbered tickets will become invalid after the appointed seminars start.

For the Evening Seminars: feel free to participate in the Evening Seminars as there is no voucher required.

【Lunch Time Seminar Ticket Desk and Ticket Distribution Hours】

1F Lobby, International Convention Center Pamir, Grand Prince Hotel New Takanawa

| October 3（Wed.） | October 4（Thu.） | October 5（Fri.） | October 6（Sat.） |
|---|---|---|---|
| 9:30 − 11:30 | 7:00 − 12:05 | 7:00 − 11:40 | 7:00 − 12:25 |

## 3. Exhibition

【Opening Hours】

| October 4（Thu.） | October 5（Fri.） | October 6（Sat.） |
|---|---|---|
| 8:00 − 18:00 | 8:00 − 18:00 | 8:00 − 15:50 |

## 4. Industrial Sponsored Lounge（as shown as Hospitality Space）

Sponsored Company Exhibition will be held at the Special Exhibition Space.

【Opening Hours】

| October 4（Thu.） | October 5（Fri.） | October 6（Sat.） |
|---|---|---|
| 8:00 − 18:00 | 8:00 − 18:00 | 8:00 − 15:40 |

## 5. Tour Desk

Any inquiry for travel tour, accommodation, transportation and others, Kinki Nippon Tourist Co., Ltd（Kintetsu International）will happy to assist you during the congress at 1F General Information desk（1F Lobby, International Convention Center Pamir, Grand Prince Hotel New Takanawa）.

## 6. Business Center

PC Center at 1F Seigyoku, International Convention Center Pamir, Grand Prince Hotel New Takanawa.

## 7. Secretariat during the Congress Period

1F Lobby, International Convention Center Pamir, Grand Prince Hotel New Takanawa
TEL: +81-3-3442-1111
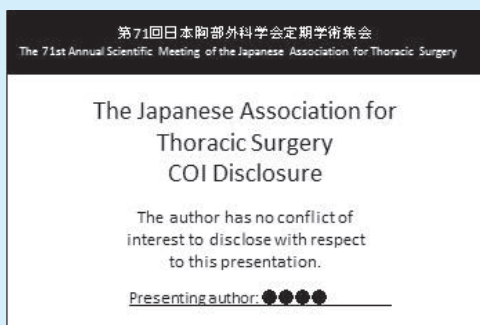
# To Presenters

## 1. Presentation Formats

1）Oral Presentations
- ・Please make a PC-based presentation.
- ・Presentation Time: Please follow the instructions of the moderator（informed by the secretariat prior to the congress）
- ・Presentation Method: Please refer to PC-based Presentations.
- ・Presentation Language: English

2）Poster Presentations
- ・Please make a paper-based poster presentation.
- ・Presentation Time: 4 minutes talk and 3 minutes Q&A
- ・Presentation Method: Please refer to Poster presentations.

※Please be sure to prepare COI slide on your first Data.

第71回日本胸部外科学会定期学術集会
The 71st Annual Scientific Meeting of the Japanese Association for Thoracic Surgery

The Japanese Association for
Thoracic Surgery
COI Disclosure

The author has no conflict of
interest to disclose with respect
to this presentation.

Presenting author: ●●●● _____

## 2. PC-based Presentations

1）Data Registration
- ・Presentation data for all session rooms can be submitted at either on of PC Centers
- ・After previewing your data, please come to the "Next speaker's seat", which is located at front of each session room at least 15 minutes before your presentation, and notify your arrival to either the room staff or PC operator.

  PC center is located as follows.

  1F Seigyoku, International Convention Center Pamir, Grand Prince Hotel New Takanawa

【Data Registration Desk Opening Hours】

| October 3（Wed.） | October 4（Thu.） | October 5（Fri.） | October 6（Sat.） |
|---|---|---|---|
| 9:30 － 16:40 | 7:00 － 18:30 | 7:00 － 18:30 | 7:00 － 15:00 |

44

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2）Data Preparation
　　A：To those who bring presentation data by recording-media
　　　・Please check your data at the PC Center at least 1 hour before your presentation, and verify if your presentation works properly at the provided equipment in presence of the operator.
　　　・The following recording-media are acceptable:
　　　　USB Flash Memory, CD-R（*Please bring the backup media in case）
　　　　※MO, FD, ZIP and Blu-ray are not acceptable.
　　　　※Please scan your media using the latest definition of anti-virus software, and bring it with you if not affected any viruses.
　　　・Please bring your own laptop if your presentation data exceeds 1GB.
　　　・Windows 10 and PowerPoint 2007/2010/2013/2016 are available for presentation.
　　　・If your data is made by Macintosh, please bring your own laptop. Your data could be shown on Windows PC, however, your data might be garbled.
　　　・Only the standard fonts of Windows 10 are bundled.
　　　・All PCs equipped at session rooms have XGA（1024×768）screen resolution.
　　　・If your presentation runs with Presenter View, please bring your own laptop.
　　　・If using audio and video in your presentation, please notify to the PC Center staff when previewing your data. All related data need to be stored in the same folder. WMV format is recommended. Please be sure to bring the backup data of your presentation.
　　　・The first page of your presentation data will be projected on the screen with the Slideshow setup when your presentation begins. The Slideshow can be controlled by using a keyboard and mouse on the podium.
　　　・The data will be temporarily stored on the server of the desk, and on a PC in your presentation room, but it will be deleted in a responsible manner after the meeting ends.
　　B：（Additional Information）To those who bring own laptop
　　　・Please come to the PC Center at least 1 hour before your presentation, and verify if your presentation work properly with connecting your laptop and the equipped monitor.
　　　・The type of connector is MiniD-sub15 pin and other types of connector cannot be used. Please bring your connector if your laptop requires any specific connector.



MiniD-sub 15 pin　　　　　　　　Samples of connector

　　　・Please remove screen savers, power saving settings and boot password in advance.
　　　・Please make sure to bring AC power code.
　　　・Please come to the operator desk at the left-front of the session room and hand your laptop to the operator at least 30 minutes before your presentation. Your laptop will be returned to you at the operator desk after your presentation has finished.
　　　・Please set your screen resolution at XGA（1024×768）.
　　　・Presenter View can be run with your presentation if you bring your own laptop. If using Presentation View in your presentation, please notify the PC Center staff.
　　　・Please be sure to bring the backup data of your presentation.

・After your presentation, please come to the operator desk at the left-front of the session room as soon as possible to receive your laptop.

## 3. Poster Presentations

1) Presentation Method
   ・The presentation and discussion will be taken place with moderators.
   ・Please come in front of your poster at least 10 minutes before your session.

2) Poster Panel Instruction
   ・The poster panel will be provided for each presentation.
   ・The abstract number will be displayed at the left-top side of the panel（20cm×20cm）. Please prepare your abstract title, author's name and affiliation（70cm×20cm）on the right-top side.
   ・Please prepare your poster 90cm×160cm, at maximum.
   ・Any posters remain displayed on the panel after the removal time will be disposed by the congress secretariat.
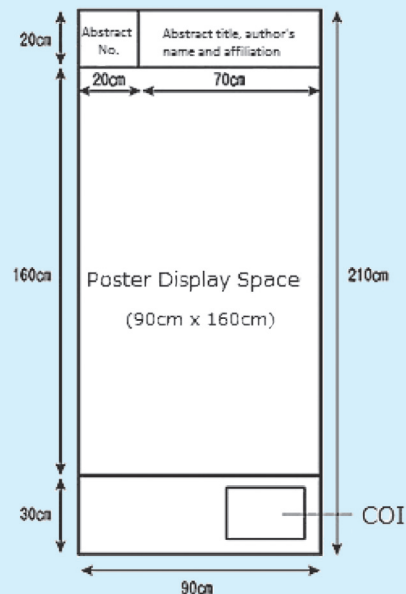


3) Display/Presentation Schedule

| Presentation Date | Display | Discussion | Removal |
|---|---|---|---|
| October 4（Thu.） | 8:00 − 9:30 | 16:00 − 17:00 | 17:30 − 19:00 |
| October 5（Fri.） | 7:30 − 9:30 | 16:00 − 17:00 | 18:00 − 19:00 |
| October 6（Sat.） | 8:00 − 9:30 | 14:50 − 15:50 | 15:50 − 16:00 |

# To Moderators

Chairpersons are requested to take their seats at the front of each session rooms at least 15 minutes before the sessions start. The session room staff will confirm your name and the session details if it's needed. Progress will be at your discretion, but keep the presentation time to close the session punctuality.