Instructions for Oral Presentations

■ **For Chairpersons**

・ Please take the chairperson's standby seat at the front right of the room **at least 20 minutes before the beginning** of your session.

・ Chairpersons are asked to remain within the time allotted for the session and each presentation.

・ **30 seconds before the end** of the presentation time slot, **a buzzer will sound and a yellow warning light will come on. When the time slot ends, the buzzer will sound again and the warning light will turn red.**

・ Presentation time slots

Featured Research Session: Keynote lecture: 30 minutes; Single abstract: 15 minutes (10 minutes for presentation and 5 minutes for questions and answers)

Oral Presentation for regular abstract: Single abstract:10 minutes (7 minutes for presentation and 3 minutes for questions and answers)

Late Breaking Clinical Studies: Single abstract:15 minutes (10 minutes for presentation, 2 minutes for questions and answers, and 3 minutes for comment from discussant)

Detailed information about other sessions will be announced before the meeting.

・ During the Q&A period, please ask people with questions and/or comments to stand in line by the microphone in advance.

・ If, due to unforeseen circumstances, you are unable to fulfil the role of chairperson, please find someone to take your place, and inform the Congress Headquarters (Tel: 090-5257-6566) at least 30 minutes before the beginning of your session.

■ **For Discussants**

・ **With the aim of facilitating lively discussions, discussants will be deployed** at many sessions at JCS2020. **Discussants are asked to pose academic questions and add comments, at their own discretion, to get the discussion started.**

・ Please be sure to take the discussant's seat at the front of the room **at least 20 minutes before the beginning** of your session.

■ **For Oral Presenters**

・ Oral Presentations can only be made with Windows PCs (single screen only).

・ **Screen ratio is 16:9 (widescreen) in all session rooms.**

Please prepare your presentation file using the 16:9 slide template downloadable from the "General Information for Participants" page of the JCS2020 website.

・ If you are unable to use the slide template, please create your presentation slide file in 16:9 widescreen format. Please note that, although slides created in 4:3 format can be projected, the whole of the screen will not be displayed.

・ If your presentation file is made using Macintosh, please bring your own laptop with a VGA adapter or a HDMI adapter. (Genuine products or products with Apple MFI Certification recommended)

・ Please bring a power adapter if you intend to use your own laptop. It might be necessary to prepare a VGA adapter or a HDMI adapter even if it's a Windows PC. Please turn off screen saver and energy saver functions (as well as hot corners of Macintosh.)

Connecting a laptop using an VGA cable

〈VGA の場合の変換例〉

Connecting a laptop using an HDMI cable

〈HDMI の場合の変換例〉

Notes on Creating Your Presentation File

・ We would be very grateful if you could create your presentation file using the slide template downloadable from the "General Information for Participants" page of the JCS2020 website. For a regular abstract presentation, please use the APSC/JCS combined slide template, and for any other type of JCS2020 session, please use the JCS2020 slide template.

・ The first slide of your presentation should display the presentation title and presenter information. The second slide should display any conflict of interest (COI) disclosure, and the final slide should display the conclusion.

・ If your presentation pertains to a project performed jointly with, or is supported by the private sector, please disclose the research funder on screen as much as possible.

・ Please visit the Speaker Ready Room in the facility where you will be presenting, at least one hour before the scheduled start time of your presentation (or at least 30 minutes before, if yours is the first session of the morning) in order to preview and submit your presentation in time. Additionally, Morning Seminar presenters are asked to do a presentation test run before the end of the previous day.

・ Presentation files must be in Windows PowerPoint 2010, 2013, 2016, or 2019.

・ To avoid display problems with your presentation, use only standard OS fonts such as Times New Roman, Arial, **Arial Black**, Arial Narrow, Century, Century Gothic, Courier, Courier New or Georgia.

・ The title of your presentation file should be "your presentation code + your name". (e.g.: OE01-1John_Brown).

・ There is no limit on the size of your presentation file. However, if the size of your presentation file exceeds 500MB, please bring your own PC.

・ You can use audio or video in your presentation. If you use video which is encoded with a specific codec in your presentation, we recommend you bring your own PC. We also recommend any video data to be in WMV or MP4 format which can be played on Windows Media Player 11.

・ All data files should be in one folder, including any reference files such as video files.

・ As a precaution, please bring backup files with you.

Reporting a Conflict of Interest (COI)

Delegates who will be participating in the Oral Presentations are requested to use the slide template downloadable from the "General Information for Participants" page of the JCS2020 website to declare any COI.

Speaker Ready Room

・ Please register your presentation data at any of the Speaker Ready Room listed as below.

Speaker Ready Room 1: Room G, 1F, Kyoto International Conference Center
Speaker Ready Room 2: Room H, 1F, Kyoto International Conference Center
Speaker Ready Room 3: In front of the Gold Room, B2F, Grand Prince Hotel Kyoto
March 12 (Thu.)   7:30–18:00
March 13 (Fri.)   7:00–18:30
March 14 (Sat.)   7:00–18:30
March 15 (Sun.)   7:00–16:30

・ Please do your presentation test run at the facility where you will be presenting. You will not be allowed to submit your presentation file at any other facility.

・ After doing a test run with your presentation file, please submit it in the Speaker Ready Room of the facility where you will be presenting, at least one hour before the scheduled start time of your presentation (or at least 30 minutes before, if yours is the first session of the morning). Additionally,

Morning Seminar presenters are asked to do a presentation test run before the end of the previous day.

・ Before 10 a.m., priority will be given to presenters whose sessions are scheduled for that morning.

・ The medium you may bring should be a **USB flash memory drive** or **CD-R**.

・ When writing onto a CD-R, use only the hybrid format (ISO 9660), as using special functions such as "Packet Write" may cause problems with data display.

・ To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.

・ After saving your presentation file on the appropriate medium, do a test run on another PC to make sure it works normally.

・ Any copies of your presentation data which the Secretariat has received will be deleted after the meeting.

・ **Please avoid using the "Presentation Tools" function in PowerPoint** (or "Keynote" for Macintosh), for the purpose of keeping the programs smoothly to prevent software problems. If you need a hard copy of your presentation, please print it out beforehand and bring the printout with you.

・ Please do not place your own computer on the podium table.

・ If you have any inquiries on the above, please contact the Management Secretariat (at Congress Corporation).

E-mail: jcs2020@congre.co.jp

Notes on Giving Your Presentation

・ Our program is very tightly scheduled, so please help us by adhering strictly to your presentation time slot.

・ **30 seconds before the end** of the presentation time slot, **a buzzer will sound and a yellow warning light will come on. When the time slot ends, the buzzer will sound again and the warning light will turn red**.

・ Please be seated in the speaker's standby seat at the front left of the room during the presentation directly before yours.

・ A mouse and keypad are available on the podium table for your use.

Submitting Your Presentation File to Our Slide Download System

・ Using an online program and abstract search system known as JCS Abstract (available online and as an app), we will be publishing the slides for all the abstracts presented at JCS2020, and making them downloadable in PDF format to JCS2020 participants only.

However, the slide download service will not cover Oral Abstracts, Featured Research Sessions, or APSC Case Competitions.

・ When you register your file in the Speaker Ready Room, please sign the presentation slide file publication consent form provided. Any slides that you do not wish to be published can be omitted

from the file you submit to the slide download service, so we would be very grateful for your cooperation.

Web Publication of Session Videos, and Sale of DVDs

・ Some sessions designated by the JCS2020 Congress Chairperson will be recorded on video, published on the web and made available for purchase on DVD. If your session is to be recorded on video, you will be notified separately, so we would be grateful if you could sign the consent form.

Featured Research Sessions and Oral Abstracts (English and Japanese)

◆ **Presentation language**

・ Featured Research Session: English

・ Oral Presentation for regular abstract (English): English

・ Oral Presentation for regular abstract (Japanese): Japanese

◆ **Presentation time slots**

・ Featured Research Session: Keynote lecture: 30 minutes + Single abstract: 15 minutes (10 minutes for presentation and 5 minutes for questions and answers)

・ Oral Presentation for regular abstract (English and Japanese): Single abstract: 10 minutes (7 minutes for presentation and 3 minutes for questions and answers)

Late Breaking Clinical Studies

◆ **Presentation language**

English

◆ **Presentation time slots**

Single abstract: 15 minutes (10 minutes for presentation, 2 minutes for questions and answers, and 3 minutes for comment from discussant)

To enable commentators to prepare for the presentations, please send your own presentation slides to the Congress Secretariat by Thursday, February 20, 2020. We understand that by the time you actually present your slides, you may have made revisions to them; this will not be a problem.

Address to which slide files should be emailed: p-jcsapsc2020@congre.co.jp

Other Sessions

・ Presenters of other sessions will be notified of their presentation time slots by the program planners or by the Congress Secretariat.

■ **If You Wish to Speak from the Floor**

・ If you wish to speak from the floor, please wait by the floor microphone beforehand.

・ When the chairperson indicates that it is your turn to speak, please start by stating your name and affiliation.

・ Persons speaking from the floor may not submit presentation files for these contributions.