

To All Speakers and Chairpersons

We ask that all speakers submit a recording of their presentation prior to the conference (either as slides with embedded narration or a video file), regardless of whether they will be presenting remotely or on site.

*Because of the logistical complications due to the COVID-19 pandemic, we are unable to accommodate in-person submissions of presentation data at the venue. Furthermore, we anticipate that any given speaker's ability to travel could suddenly change due to organizational restrictions or municipal regulations. We therefore ask that all speakers provide recordings of their presentations ahead of time, to ensure that the conference can proceed smoothly. Thank you for your cooperation.

*Note that in the hours leading up to the submission deadline, the website may experience a surge in traffic and upload times may lag. We therefore recommend that you prepare and submit your recording as early as possible.

■PC Preview Desk

If you would like to give a presentation using PowerPoint without sound onsite please visit to the PC Preview Desk.

Location : Osaka International Convention Center, 10th floor, Foyer

■File Formats for Submitted Presentations

We ask that all speakers submit a recording of their presentation prior to the conference (either as slides with embedded narration or a video file), regardless of whether they will be presenting remotely or on site.

Submission period

- Oral Presentation : JST on March 10 (Thu.) to JST on Noon March 29 (Tue.)
- Poster Presentation : JST on March 10 (Thu.) to JST on Noon March 22 (Tue.)

First, use PowerPoint's built-in slide show recording feature, narrating over your slides as if presenting to an audience. Once the recording is complete, save the file using MPEG-4 (.mp4) file format. Please submit pre-recorded presentations to the secretariat using an online storage service.

E-mail : jos2022@congre.co.jp

■Conflict of Interest (COI)

All speakers and coauthors must disclose the presence or absence of COI involving companies with which they have a relationship. When disclosing a COI, the category and company names must be listed after the names of the speaker and coauthors on the second slide or at the bottom of the poster, as shown in the example below. If there is no COI to disclose, please state "There is no conflict of interest to declare."

*In the case of "Category P" (the speaker or a coauthor has obtained or applied for a patent), the company name may be omitted.

These rules are applicable to all presentations including those in Co-Sponsored Seminars. Example :

- [Conflict of Interest : correspondence] Present
- Taro Nishigaki ([F]) × Pharmaceutical Company, [I] × Technology Company)
- Hanako Nishigaki ([P]) [[Please check the COI part carefully to ensure it conveys your intended meaning. In particular, we've noted coauthors in addition to the speaker.]]

As of October 21, 2015, the rules pertaining to the disclosure of COI status in the Japanese Ophthalmological Society (JOS) have been revised. According to these new rules, all speakers must disclose the above COI status within the last three years, regardless of whether it is related to the content of their presentations.

■Note When Preparing Presentation Slides

Please prepare PowerPoint slides that are ophthalmology-based and easy to understand.

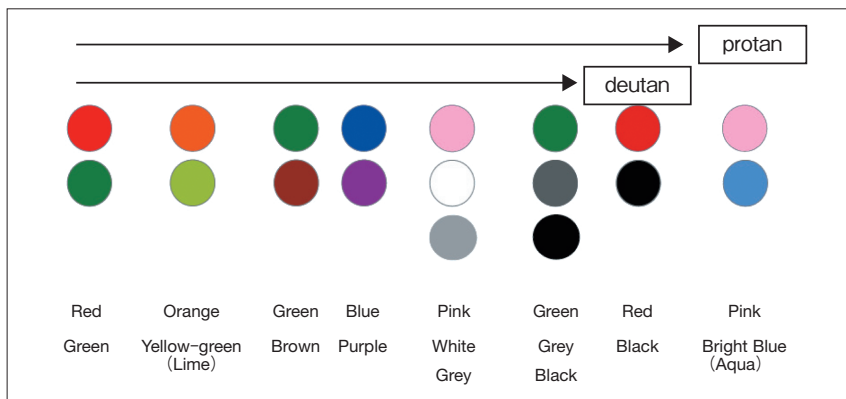
All speakers must disclose their COI status on the second slide.

Please put reasonable space between characters. It is very difficult to read slides without enough space, especially for people with poor visual acuity or cortical visual impairment.

Colors and mixed colors on slides

Please do not use many colors on one slide. Please provide clear contrast between background and text. For example, use a blue or black background with white or yellow texts.

Please do not use the following color combinations together on one slide. The lack of contrast is too difficult for some people to see clearly.



■ Important Note

1. Please note that if a presenter of a Paper or Poster does not attend at their session at the designated time and place without prior notice, as a penalty, the presenter will not be allowed to make a presentation as a presenting author at the next JOS Annual Meeting. This policy was decided by the Program Committee of the Japanese Ophthalmological Society.
2. If unable to attend the Meeting for a compelling reason, the presenter must inform the Congress Secretariat in advance of the reason for absence in writing, either by post or by e-mail.

Congress Secretariat of the 126th Annual Meeting of the Japanese Ophthalmological Society
c/o Congrès Inc.

E-mail : jos2022@congre.co.jp

*As a safety measure against the spread of COVID-19, staff members of the Congress Secretariat are currently working remotely.

We therefore ask that inquiries be made via e-mail if at all possible. Thank you for your cooperation.

3. In the event that an unforeseen contingency occurs (traffic problems, acute physical illness, etc.) shortly before the Annual Meeting begins, please immediately contact the Headquarters (TEL : 090-5257-6566 ; Room 502, 5th floor, Osaka International Convention Center)

To Speakers and Chairpersons

■ Speakers : Presentations and Discussion

*For those presenting on site :

Please be seated in the front row on the left side of the hall/room at least 15 minutes before your session starts.

At the chairperson's instruction, please start your presentation using the wireless mouse on the lectern.

Because there are many presentations in a short space of time, you are requested to ensure that you adhere strictly to your allotted time.

To help prevent the spread of COVID-19, a bottle of alcohol-based hand sanitizer will be located near the lectern. Please disinfect your hands both before and after your presentation.

*For those presenting remotely :

Please join the Zoom meeting room and signal for the presentation to begin. The on-site staff will begin playback of your pre-recorded presentation. After the playback has finished, the chairperson will conduct Q&A. Please listen to the questions and respond over Zoom. For additional details, please refer to the conference website or to instructions provided via e-mail prior to the conference.

■ Chairpersons : Presentations and Discussion

*For those chairing on site :

Please be seated in the front row on the right side of the hall/room at least 20 minutes before your session starts.

Once you receive a cue to begin the session, please come up to the chairperson's desk and begin the session.

Because there are many presentations in a short space of time, please ensure the smooth progress of the session you are chairing.

*For those chairing remotely :

Please join the Zoom meeting room, and then proceed to conduct and manage the session over Zoom.

Further details will be provided via e-mail prior to the conference.

To Speakers for Poster Presentations

■ Poster Presentation Venue

To help prevent the spread of COVID-19, there will be no on-site poster displays or poster presentations at the conference venue. Instead, this part of the conference will be conducted entirely online.

Poster Viewing Periods

- JST on April 14 (Thu.) to JST on April 17 (Sun.)
- JST on April 28 (Thu.) to JST on May 27 (Fri.) (Tentative)