

## To All Speakers and Chairpersons

All presentations including poster presentation must be presented using a computer (Digital Presentation). Note that presentation by overhead slide projection, VHS and DVD are not allowed.

### ■ Data Preparation for Presentation

#### 1. PC Center

Presentation data cannot be accepted in the session halls/rooms. Please bring your data in advance to the PC Center and complete data registration procedures.

Location : Lobby on the B1 fl. of Tokyo International Forum

\*Please turn in your data at least one hour before the session starts. Even if you are presenting with your own PC, please check the operation of your PC at the PC Center in advance.

\*Overcrowding is expected on the first day and those who will make presentations after the second day are kindly requested to turn in your data after 1 : 00 pm on April 6 (Thu).

Date	Opening Hours
April 6 (Thu)	7 : 45~18 : 00
April 7 (Fri)	7 : 15~17 : 40
April 8 (Sat)	7 : 15~18 : 00
April 9 (Sun)	7 : 15~13 : 00

Windows10, PowerPoint 2010, 2013 and 2016 are available in every session room. Resolution of the screen is XGA (1024×768).

Please see below to turn in your presentation data :

	Windows	Macintosh
Media	○	×
Using your own computer	○	○
OS	Windows10 and 11	
Data format	Microsoft 365 PowerPoint	

#### 2. Data Format

<To those who bring presentation data on recording media>

- Please save your data on a CD-R or USB flash memory stick and bring it to the PC Center.
- Although the latest anti-virus software is always applied at the PC Center, please scan your media in advance to avoid scattering any unknown virus on the computer system. You are encouraged to save no other data than presentation data on the same media.
- Please use OS standard font (English : Times New Roman/Century, Japanese : MS Mincho/MS Gothic etc.).
- Speakers using moving images are encouraged to use their own computer for presentation. If you plan to turn in your media including moving images, please make sure that they are able to be shown in Windows Media Player and refrain from using any special codec. To avoid any trouble, please bring the backup media and your own computer.
- If your presentation uses linked data such as still or moving images and graphs etc., please store all linked data and ensure that the data work correctly prior to your presentation.
- All the presentation data will be completely deleted after the closing of the Meeting in a responsible manner.

<To those who bring their own laptop>

- If you are presenting on Mackintosh data, please bring your own PC.
- HDMI is provided for the projector. Please bring your adapting connectors if needed.
- Please bring an AC power cable.
- Please remove screen saver and power saving settings beforehand.
- After completing registration at the PC Center, please bring your laptop to the Operator Desk of your session hall/room. The Operator Desk is located in the front left side of each hall/room.
- After your presentation, please pick up your laptop at the Operator Desk.

### ■ Conflict of Interest (COI)

All speakers and co-authors 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.” The “Category P”, however, the company name can be omitted if a speaker or a co-author has obtained or applied for a patent.

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

Example :

- [Conflict of Interest : correspondence] Present
- Taro Nichigan ([F]) × Pharmaceutical Company, ([I]) × Technology Company)
- Hanako Nichigan ([P])

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.

## ■ Notes on 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.

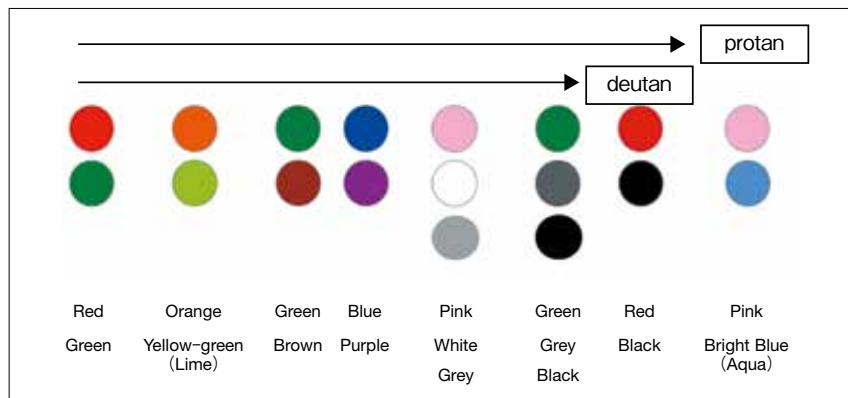
Please put reasonable space between characters. It is very difficult to read slides without enough space, especially for people with poor visual acuity or cortical visual impairment.

## 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.



## ■ Absence/Cancellation

1. Please note that if a presenter does not turn up at his/her session at the designated time and place without prior notice, he/she will be penalized for not allowing his/her presentation as a presenting author at the next JOS Annual Meeting. This policy is decided by the Program Committee of the Japanese Ophthalmological Society.
2. If a presenter is not able to attend due to unavoidable circumstances, be sure to inform the reason for absence in writing or by e-mail in advance to the Congress Secretariat.

Congress Secretariat of the 127th Annual Meeting of the Japanese Ophthalmological Society  
c/o Congrès Inc.

E-mail : 127jos@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 for your cooperation.

3. In the event that an unforeseen contingency occurs (traffic conditions, acute physical illness, etc.) shortly before the Annual Meeting begins, please contact the Headquarters immediately.

## To Speakers and Chairpersons for Papers

### ■ Speakers for Papers : Presentations and Discussion

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. The time allocated for an oral presenter is 12 minutes ; 8 minutes for presentation and 4 minutes for Q&A session. Time allocation for symposia has been individually informed in advance. Since there are many presentations in a short space of time, please keep the allotted time limit. 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.

### ■ Chairpersons for Papers : Presentations and Discussion

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

## To Speakers and Chairpersons for Poster Presentations

### ■ Poster Presentation Room

Lunge, 7th fl. of Tokyo International Forum Glass Building

### ■ Speakers for Poster Presentation : Presentation and Discussion

In this meeting, poster presentation method is Digital Presentation. Please prepare presentation slides instead of making a poster. For slides preparation, please read through the "Data Preparation for Presentation" section above.

Please be in the front row of the 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.

The time allocated for presenters is 9 minutes ; 6 minutes for presentation and 3 minutes for Q&A session.

Since there are many presentations in a short space of time, please keep the allotted time limit.

Presentation audio will be heard through a multi-channel receiver. Please pick up a receiver when you enter a session room, and return it to a JOS Annual Meeting staff after your session.

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.

### ■ Chairpersons for Poster Presentation : Presentations and Discussion

Please be in the front row at least 10 minutes before your session starts.

Please start the session on time. Since there are many presentations in a short space of time, you are requested for a smooth progression of the session along with adherence to time allocation.

Audio during the session will be heard through a multi-channel receiver. Please pick up a receiver when you enter a session room, and return it to a JOS Annual Meeting staff after your session.

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.

## The 128th Annual Meeting of the Japanese Ophthalmological Society

Date : April 18 (Thu.)- 21 (Sun.), 2024

Venue : Tokyo International Forum

President :

Toshinori Murata (Professor, Department of Ophthalmology, Shinshu University School of Medicine)

Vice-President :

Seiji Nakata (President, Nagano Ophthalmologists Association)

URL : <http://www.congre.co.jp/jos2024/>