For Speakers

Oral Presentation  “Invited Lectures” “Panel Discussion”

1. Guideline for Presentations
*It is permitted to bring your PC and data with USB memory device, CD-R and DVD-R for PC presentation.

Please make a back-up of your data to avoid any trouble.

*Your presentation data file should be named as <Presentation No.><Name>.ppt.

Ex) InvitedLecture1_John Smith.ppt

*Please give your presentation using the mouse set on the podium.

2. Data Preview

<table>
<thead>
<tr>
<th>Date</th>
<th>Operation Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 3 (Thu.)</td>
<td>08:00~18:00</td>
<td>&lt;Room 1&gt;</td>
</tr>
<tr>
<td>November 4 (Fri.)</td>
<td>08:00~17:00</td>
<td>1st Floor Foyer, Kochi City</td>
</tr>
<tr>
<td></td>
<td>08:00~16:00</td>
<td>Culture-Plaza Cul Port</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;Room3-5&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3rd Floor Foyer, Hotel Nikko Kochi</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Asahi Royal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;Room6-8&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3rd Floor Foyer, The Crown Palais</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Hankyu Kochi</td>
</tr>
</tbody>
</table>

1) Please check in data at least 45 minutes prior to your presentation.
2) Only USB memory device, CD-R and DVD-R are accepted.
3) All Mac users are kindly requested to bring your own computer. Please also bring display adapter for Mini D-Sub15 pin cable. The operator will receive your data and copy it to the server. Your data will be duly deleted by the Secretariat after the meeting.
4) If you give a presentation in the early morning session, please bring your data the day before the session.
5) For those who attached the movie file to your presentation data, we recommend you to bring your own PC at the session.
6) PowerPoint is the only application to be used for your presentation.

<If you bring your own PC>
1) Please put your presentation data right on your desk top. PowerPoint is the only application to be used for your presentation.
2) Please turn off the password, screen saver and power saving setting of your PC in advance.
3) Please be sure to prepare backup for your data (even though you bring your PC) just in case.
4) After checking your data at the preview center, please move on to the session room and bring your PC to the PC operator's counter on the left side of the podium.
5) Please do not forget to pick up your computer at the PC operator's counter after your presentation.

<If you bring in your data>
1) Computer OS will be Windows 7, 8 or 10. For Macintosh users, please bring your own computer with your data.
2) PowerPoint 2007, 2010 and 2013 would be an acceptable application. Your media should only contain the presentation data for the meeting.
3) Please use either of the following fonts in order to avoid garbled characters: Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Times New Roman
4) Volume of data should be maximum 100MB.
5) Please check your data with other PC.

<COI>
Please make sure to disclose COI referring to Ex.) 1 or 2.
We request Conflict of Interest (COI) information disclosure of all session speakers at the time of presentation.
Please include the status into the second page of your slides as attached sample.

Ex. 1) If you don't have COI.
Ex. 2) If you have COI to be disclosed.

The 36th Annual Meeting of the Japan Society for Clinical Anesthesia
Conflict of Interest Disclosure

*Presenter’s Name: XX XX*

The Conflicts of Interest to be disclosed for my presentation are as follows:
Research funding: AAA Pharmaceutical, BBB Chemicals, CCC Corporation
Officer and/or advisory position: DDD Corporation
Shares: EEE Corporation
Patent royalty
Lecture fee: AAA Pharmaceuticals, BBB Chemicals
Manuscript fee: FFF Chemicals

(Note: Please enter only those which apply)

**Poster Presentation “International Poster”**

1. Length of Poster Presentation
6 minutes for presentation and 4 minutes for Q&A, Total: 10 minutes
*Please give a presentation in front of your poster according to the chairperson’s direction.

2. Poster Mounting Schedule

<table>
<thead>
<tr>
<th>Presentation No.</th>
<th>Date</th>
<th>Mounting</th>
<th>Presentation</th>
<th>Removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1-AM-English-1 ~</td>
<td>November 3</td>
<td>08:00 ~ 08:50</td>
<td>10:50 ~ 12:00</td>
<td>12:00 ~ 12:10</td>
</tr>
<tr>
<td>P1-AM-English-5</td>
<td>(Thu.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P1-PM-English-1 ~</td>
<td>November 3</td>
<td>13:50 ~ 14:50</td>
<td>16:50 ~ 18:00</td>
<td>18:00 ~ 18:10</td>
</tr>
<tr>
<td>P1-PM-English-4</td>
<td>(Thu.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<Note>
*Please visit the poster registration desk at least 15 minutes before your session time.
*Pins for mounting posters and a ribbon for presenters are available at each poster board. Please put on your ribbon during the presentation.
*Posters will be mounted and removed each day during the meeting. Posters left on the poster board after removal time will be discarded by the Secretariat.
3. Poster Size
Poster Number for each presenters was informed by the Secretariat.
Please refer to the following poster image for preparing your poster:

*COI*
We request Conflict of Interest (COI) information disclosure of all poster session presenters.
Please include the status at the top or the bottom of your poster.