Guideline for Presentations

Only computer presentations will be accepted for the oral sessions.

1. Educational Lecture

Allocated time for Educational Lecture : 30 minutes including discussion.

2. Symposium, Panel Discussion, Workshop

Please follow the instructions from chairpersons.

3. Plenary session

Allocated time for Plenary Speakers : 12 minutes talk and 3 minutes discussion.
The speaker will be signaled by yellow light 1 minute before the allocated time ends, and by red light when the time is up. Please finish your presentation within the allocated time.

4. Oral Presentations

Allocated time for Oral Presentations : 9 minutes talk and 3 minutes discussion.
The speaker will be signaled by yellow light 1 minute before the allocated time ends, and by red light when the time is up. Please finish your presentation within the allocated time.

5. Poster Presentations

Allocated time for Poster Presentations : 4 minutes talk and 1 minutes discussion.
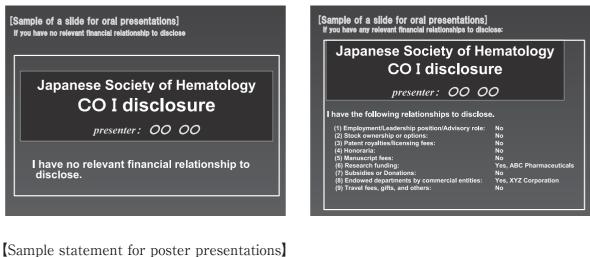Please refer to P.㊹ for more details.

6. Conflict of Interest

The presenting author is required to disclose applicable COI by displaying a COI disclosure slide at the beginning of presentation slides（the slide after the title of presentation and the name of presenters）or at the end of a poster using samples below.

Please refer to the website below for the details
URL : http://www.jshem.or.jp/en/about/coi.html

【Sample slides】

[Sample of a slide for oral presentations]
If you have no relevant financial relationship to disclose

Japanese Society of Hematology
CO I disclosure
presenter : ○○ ○○

I have no relevant financial relationship to disclose.

[Sample of a slide for oral presentations]
If you have any relevant financial relationships to disclose:

Japanese Society of Hematology
CO I disclosure
presenter : ○○ ○○

I have the following relationships to disclose.

(1) Employment/Leadership position/Advisory role:	No
(2) Stock ownership or options:	No
(3) Patent royalties/licensing fees:	No
(4) Honoraria:	No
(5) Manuscript fees:	No
(6) Research funding:	Yes, ABC Pharmaceuticals
(7) Subsidies or Donations:	No
(8) Endowed departments by commercial entities:	Yes, XYZ Corporation
(9) Travel fees, gifts, and others:	No

【Sample statement for poster presentations】

[Sample statement for poster presentations]
State COI disclosure at the bottom of your poster :

the first author: I have no relevant financial relationship to disclose.

or

COI disclosure of the first author

I have the following relationships to disclose.

(1) Employment/Leadership position/Advisory role:	No
(2) Stock ownership or options:	No
(3) Patent royalties/licensing fees:	No
(4) Honoraria:	No
(5) Manuscript fees:	No
(6) Research funding:	Yes, ABC Pharmaceuticals
(7) Subsidies or Donations:	No
(8) Endowed departments by commercial entities:	Yes, XYZ Corporation
(9) Travel fees, gifts, and others:	No

For Chairpersons

Please come to the lecture room 20 minutes before the beginning of the sssion.

Guideline for Computer Presentation

The oral presentations must be made with a computer.

For Symposium and Educational Lectures, you can either bring in your own computer （Windows or Mac） or register your data.
For Plenary Sessions and Oral Presentations, only the data registration is accepted. The data must be playable by Windows.

Preview Center

Location ; Room H, Kyoto International Conference Center
Open Hours : October 18 :　　17 : 00 – 20 : 00
　　　　　　　October 19 :　　 8 : 00 – 18 : 00
　　　　　　　October 20 :　　 8 : 00 – 18 : 30
　　　　　　　October 21 :　　 8 : 00 – 15 : 00
Please visit Preview Center to check your data at least 60 minutes before your presentation.
The data can be registered and checked any day.

1. Guideline for Using Your Own computer

1）Please visit the Preview Center no later than one hour prior to your presentation.
2）D-sub15 cable is prepared. Please check the cable connection and please prepare the adapter by yourself if needed.
3）Recommended OS are Windows 2000 and Mac OX 10.1.2 or later.
4）Please check the output to the monitor.
5）The title of your presentation file should be "your presentation code + your name.ppt". （Ex : OS-99-1_JohnDoe）. Please make a shortcut on the desktop.
6）The projection screen for your session has XGA resolution （1024×768 pixels）.
7）Please inform at the Preview Center if you are using video or audio.
8）Please release the screen saver and power saving setting.
9）Please remove the login password of your computer.
10）Please bring an AC adapter. Please visit the PC Desk close to the podium in the lecture room no later than 30 minutes prior to your presentation and hand in your computer.
11）A TFT monitor and mouse will be available on the podium for your use during the

presentation.

12) Please save a backup copy of your data in case of problem.

13) Please note that you will be unable to modify your data in the lecture room.

14) Your computer will be returned at the PC desk where you handed it in. Please retrieve it as soon as possible since the space is limited.

2. Guideline for Data Registration

1) Please check your data 60 minutes before your presentation at the Preview Center. The data can be checked on any day but it is recommended to avoid the busy periods of 8:30 – 9:30 and 11:30 – 13:30.

2) Presentations can only be given using data stored on a USB flash memory drive or CD-R. In case of writing onto a CD-R, use only the hybrid format (ISO 9660) as using special functions such as "Packet Write" may cause your data to be illegible.

3) Maximum 512 MB is allowed.

4) OS and application for the presentations are Windows 7 and PowerPoint 2003, 2007, 2010.

5) 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.

6) The projection screen for your session has XGA resolution (1024×768 pixels).

7) Please inform the Preview Center staff if you are using video or audio.

8) The title of your presentation file should be "your presentation code + your name. ppt". (Ex : OS-99-1_JohnDoe)

9) All data files should be in one folder, including any reference files such as video images. We recommend any video data be in WMV format which can be played with Windows original setting.

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

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

12) Please note that you will be unable to modify your data in the presentation room.

13) After the preview, the data will be forwarded to the presentation room via a LAN cable.

14) When your presentation begins, the first slide will be projected. Please use a mouse on the podium to continue the slide show.

15) Any copies of your presentation data which the secretariat has received will be deleted after the JSH2012 meeting.

16) If you have any inquires on the above, please contact the secretariat (at Congress Corporation). E-mail : jsh2012@congre.co.jp

Instruction for Poster Presentations

1. The size of the poster is as depicted below.
   The program number will be prepared by the secretariat. Please prepare the title, name and affiliation by yourself.
   Please write the purpose, method, result and the overview of your presentation briefly. Text should be larger than 1 cm in diameter.
2. Please disclose applicable COI at the end of a poster.
   Refer to the website below for the details.
      URL : http://www.jshem.or.jp/en/about/coi.html
3. Please put up the poster from 8:30 – 10:00 on the date of your session. Pins are available at the Poster & Exhibition Hall.
4. Please stand by your poster during the discussion time（shown below）.
5. Allocated time for Poster Presentation is 5 minutes（4 minutes talk and 1 minute discussion）.
6. Please remover your poster during the following time. Any poster remaining after the designated removal period will be discarded by the secretariat.

Schedule for Poster Presentation

	Friday, Oct 19	Saturday, Oct 20
Poster Mount	8 : 30 – 10 : 00	8 : 30 – 10 : 00
Discussion	16 : 10 – 17 : 40	17 : 00 – 18 : 30
Poster Removal	18 : 00 – 19 : 30	19 : 00 – 20 : 30

Poster Layout

20cm　　　　　70cm

| NO. | TITLE | 20cm

BODY

130cm

COI disclosure ⟶