For Chairpersons

Chairpersons for oral presentations should come to the next chairperson seat in the presentation venue 20 minutes prior to the beginning of the session to be chaired.

Chairpersons for poster presentations should come to the poster registration desk near the Poster & Exhibition Hall 10 minutes prior to the beginning of the session you are assigned to facilitate and five minutes prior be in place in front of the poster panel you are assigned to.

Guideline for Presentations

1. Time allocation

1) Educational Lecture
Allocated time for Educational Lectures: 30 minutes
(Special Educational Lectures: 40 minutes)

2) Symposium
Please follow the instructions from chairpersons.

3) Plenary Session
Allocated time for Plenary speakers: 15 minutes
(10 minutes presentation ＋5 minutes discussion)
The speaker will be signaled with a yellow light 1 minute before the allocated time ends, and a red light upon expiration time. Please finish your presentation within the allocated time.

4) Oral Presentation
Allocated time for Oral Presentations: 10 minutes
(7 minutes presentation ＋3 minutes discussion)
The speaker will be signaled with a yellow light 1 minute before the allocated time ends, and a red light upon expiration time. Please finish your presentation within the allocated time.
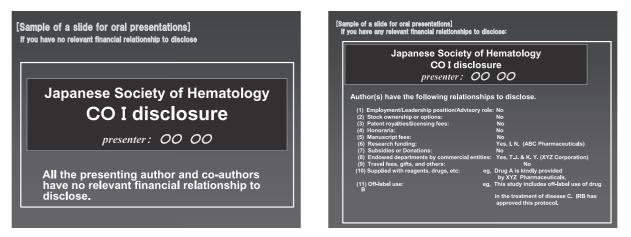
5) Poster Presentation
Allocated time for Poster Presentation: 5 minutes
(3 minutes presentation ＋2 minutes discussion)

2. Conflict of Interest (COI)

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

＊Please refer to the website below for details.
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 :* ○○ ○○
>
> **All the presenting author and co-authors 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 :* ○○ ○○

Author(s) 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, I. N. (ABC Pharmaceuticals)
(7) Subsidies or Donations: No
(8) Endowed departments by commercial entities: Yes, T.J. & K. Y. (XYZ Corporation)
(9) Travel fees, gifts, and others: No
(10) Supplied with reagents, drugs, etc: eg, Drug A is kindly provided by XYZ Pharmaceuticals.
(11) Off-label use: eg, This study includes off-label use of drug B in the treatment of disease C. IRB has approved this protocol.

【Sample Statement for poster presentation】

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

> **All the presenting author and co-authors have no relevant financial relationship to disclose.**

or

Author(s) 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, I. N. (ABC Pharmaceuticals)
(7) Subsidies or Donations: No
(8) Endowed departments by commercial entities: Yes, T.J. & K. Y. (XYZ Corporation)
(9) Travel fees, gifts, and others: No
(10) Supplied with reagents, drugs, etc: eg, Drug A is kindly provided by XYZ Pharmaceuticals.
(11) Off-label use: eg, This study includes off-label use of drug B in the treatment of disease C. IRB has approved this protocol.

Guidelines for Computer Presentations

The oral presentations must be created with a computer (1 screen).
For Educational Lectures and Symposia, you can either bring in your own computer or register your data.
For Plenary Sessions and Oral Presentations, only data registration is accepted.
If bringing your own computer, both Windows and Macintosh may be used.
If bringing data, the data must be operable in Microsoft Windows.

Be sure to visit the Preview Center in the venue you will be presenting in to register and check your data, at least 45 minutes prior to your presentation. The data can be registered and checked any time during opening hours.

Preview Center:
    Location: Pacifico Yokohama Conference Center 1st basement
    Opening Hours:

Prior Day: October 12 (Wed.)	15 : 30 – 19 : 00
Day 1: October 13 (Thu.)	8 : 00 – 18 : 00
Day 2: October 14 (Fri.)	7 : 30 – 17 : 30
Day 3: October 15 (Sat.)	7 : 30 – 15 : 00

Please visit the Preview Center no later than 45 minutes prior to your presentation.
The data can be registered and checked any time during opening hours.

1. Guideline for Using Your Own Computer (Educational Lectures and Symposia)
1) Please visit the Preview Center no later than 45 minutes prior to your presentation.
2) Please bring your own laptop (Windows or Macintosh) with your power cable.
    The type of the connector is Mini D-Sub15 pin. Kindly bring your conversion cable if necessary.

D-Sub15 pin (mini)

3) Please inform the staff at the Preview Center if you are using video or audio.
4) Please disable any screen saver and power saving setting.
5) Please bring your AC adapter. Please visit the PC desk to the left of the podium in the lecture room no later than 30 minutes prior to your presentation and hand in your computer. The staff will connect the cables and check external output.
6) A TFT monitor and mouse will be available on the podium for you to use during your presentation.
7) Please make sure you save a backup copy of your data for protection in case of problems.
8) Please note that you will be unable to modify your data in the lecture room.
9) Your computer will be returned to the PC desk where you handed it in. Please collect your PC as soon as possible, as space is limited.

2. Guidelines for Data Registration (Educational Lectures, Symposia, Plenary Sessions and Oral Presentations)
1) Please check your data 60 minutes prior to your presentation at the Preview Center. The data can be registered and checked on any day. In order to avoid busy hours, it is recommended to avoid the periods between 8 : 30–9 : 30 and 11 : 30–13 : 30.

2） Presentation data is only acceptable by data stored on a USB flash memory drive or CD-R. When bringing media, ensure that security software is up-to-date and antivirus software is the most recent. Check that your media is not infected with a virus before you bring it.

3） OS and software application for the presentation are Windows 7 and PowerPoint 2007, 2010, and 2013.
The room is equipped with a laptop with Windows OS.
If you would like to use Macintosh for your presentation, please bring your own laptop.

4） 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.

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

6） All data files should be in one folder, including any reference files such as video images.
＊Cautions for video files
Any video data should be in a format that can be played using default settings of Windows 7 (OS) and Windows Media Player 10. (WMV format video files are recommended.)

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

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

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

10） Any copies of your presentation data received by the Administration Secretariat will be temporarily saved on the Preview Center server and the venue computer but will be deleted after the JSH2016 meeting.
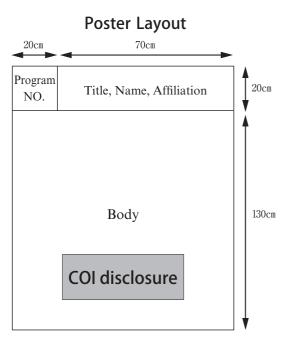
Instructions for Poster Presentations

1. The size of the poster is as described below.

   The program number will be provided by the Administration Secretariat. Please prepare the title, name and affiliation by yourself.

   Please briefly write the purpose, method, result and overview of your presentation.

   Text should be larger than 1 cm. (It should be legible from 2 meters away for the audience.)

2. Declaration of Conflict of Interest (COI)

   Please disclose COI applicable in the past year at the end of a poster.

   ＊Refer to the website below for details on COI.

   URL: http://www.jshem.or.jp/en/about/coi. html

3. Posters will be changed each day. Please put the poster up between 8：00 to 10：00 on the day of your session. Pins are available at the Poster & Exhibition Hall.

4. Please stand by your poster during the discussion time (shown below).

5. Posters must be removed during the Poster Removal hours. Any poster remaining after the designated removal period will be discarded by the Administration Secretariat.

6. Abstracts selected for the Best Poster Awards will be re-displayed on Saturday, October 15. The Administration Secretariat will display the award-winning posters, so please leave them on display even after the discussion on Thursday, October 13 and Friday, October 14.

   The Administration Secretariat will take the posters and then re-display them. After your poster has been re-displayed, please take it down yourself. Posters can also be posted to a designated address. If you wish to make use of this service, please notify in advance the person at the desk overseeing the posters. Please note that posters for which no specific arrangements have been made will be taken down and disposed of by the Administration Secretariat. Please also note that the postage service will be available only for the recipients of the Best Poster Awards.

Schedule for Poster Presentations

October 13 (Thu.)	
Poster Mount	8：00 – 10：00
Discussion	17：30 – 18：25
Poster Removal	18：25 – 19：30
October 14 (Fri.)	
Poster Mount	8：00 – 10：00
Discussion	17：10 – 18：10
Poster Removal	18：10 – 19：00
October 15 (Sat.)	
The Best Poster Display	8：00 – 15：30
Poster Removal	15：30 – 16：00

Poster Layout

20cm　　　70cm

Program NO.	Title, Name, Affiliation	20cm
	Body	130cm
	COI disclosure	