

# Information for Moderators and Presenters

## Moderators and Speakers

Please show up at the session room at least 10 minutes before the session starts.  
Speakers are requested to have a front seat during the session.

## Presentation Guideline

### Disclosure of COI

JSIR & ISIR 2018 requests all the presenters to disclose COI related to your presentation. Please show the COI disclosure in the first slide or at the bottom of your poster.

## For Speakers (Oral presentation)

- Upload your MS-PowerPoint slide (MS office 2007 or later) at the PC Center (Foyer) at least 60 minutes prior to your session starts. If your presentation is scheduled early in the morning, speakers are kindly requested to visit the PC Center on the previous day.
- Bring your PowerPoint presentation file on a USB thumb drive or CD-R with you.  
Each file should be put the file name as,  
**Day\_Presentation No.\_Your Name.pptx (or .ppt)**  
(example: May30\_SS100\_S. Miyazaki. pptx)
- If you have any audio or videos in your presentation data, the reference file is highly recommended to save it as wmv (<10Mbps) and make the files to include in the same folder with the PowerPoint file.
- Prior to bring and upload the files, check them with the latest version of antivirus software.
- For Macintosh users, please make sure to bring your laptop and peripheral equipment.  
D-sub 15 pin is indispensable if you use your own computer. VGA Adaptor is required for some computers.

	Date	Time	Location
PC Center Opening Hours	May 31 (Thu.)	7:30 - 17:00	B1F, Lobby
	June 1 (Fri.)	7:30 - 17:00	
	June 2 (Sat.)	7:30 - 16:00	

## Abstract Presentation

Each speaker is required to keep the time frame for your presentation.

Category	Presentation	Q&A
Featured Abstract	8 min.	2 min.
Scientific Session	6 min.	2 min.
Medical Staff Session	6 min.	2 min.
Medical Staff Posters	3 min.	3 min.
Featured Poster	3 min.	3 min.

## Digital Poster Display

During the meeting, you can access Digital Posters from the PCs at B1F, Palais Royal.