Information for Session Chairs and Speakers

Oral Presentation

1.1 To session chairs who participate in-person
- Please be seated in the "Standby Seat" at the front right of the session room at least 15 minutes before the start of the session.
- Please finish the session on time.

1.2 To session chairs who participate online
- Please enter the Zoom room by clicking the URL that will be sent to you later at least 45 to 60 minutes before the start of the session. We will brief you on how to preside over the Zoom session.
- Please finish the session on time.

2.1 To speakers who participate in-person
- Please register your presentation data at the PC Center at least 60 minutes before the session.
- Please be seated in the "Standby Seat" at the front left of the session room at least 15 minutes before the start of the session.
- Please finish your presentation on time.
- Please disclose your Conflict of Interest (COI) or state you have no COI. Please read the "Conflict of Interest" page of the JSIR, ISIR & APSCVIR 2022 website and declare your COI status on the second slide of your presentation (following the title slide).

2.2 To speakers who participate online
- Please enter the Zoom room by clicking the URL that will be sent to you later at least 45 to 60 minutes before the start of the session. We will brief you on how to make a presentation in the Zoom session.
- Please finish your presentation on time.
- Please disclose your Conflict of Interest (COI) or state you have no COI. Please read the "Conflict of Interest" page of the JSIR, ISIR & APSCVIR 2022 website and declare your COI status on the second slide of your presentation (following the title slide).

Language and duration of presentation and Q&A

Session	Language of slides	Language of presentation and Q&A	Duration of presentation and Q&A
Designated Session	English	English or Japanese *English only if the session is held entirely in English	Please refer to the email sent by the Congress Secretariat.
Featured Abstract	English	English	10 min. (8 min. for presentation and 2 min. for Q&A)
Scientific Session (Oral)	English	English or Japanese *English only if the session is held entirely in English	8 min. (6 min. for presentation and 2 min. for Q&A)

* The yellow lamp will turn on when you have one minute to go, and the red lamp will turn on when your time is up. Please finish your presentation on time. We would appreciate your cooperation to ensure smooth operation of the session.

* The first slide will be projected when you get to the podium. Please forward the slides after that by yourself using the monitor, keyboard, mouse and laser pointer provided on the podium.

Registration of Presentation Data at PC Center

In-person presenters are required to preview and register presentation data at least 60 minutes before the start of the session (or in case of an early morning session, at least 30 minutes before the start of the session) as shown below.

Location of PC Center: Lobby in front of the Convention Hall on the 1st floor of the Hall No.2 Building, Kobe International Exhibition Hall

Data registration hours:

June 4 (Saturday):	7:30 – 17:00
June 5 (Sunday):	8:00 – 18:00
June 6 (Monday):	7:30 – 16:00

- Only a PC can be used for oral presentations (one-screen display). Please prepare presentation data using PowerPoint.
- If you prepare presentation data on a Windows PC, please save the data on a CD-R or USB memory device and bring it to the PC Center.
  If your presentation data includes video, and/or if you prepare presentation data on a Macintosh PC, please bring your own laptop.
  The PCs available on-site run Windows 10, and support PowerPoint 2010, 2013 and 2019.
- If you bring your own laptop, please make sure that it has a HDMI or D-sub 15-pin output.
- If your laptop does not have a HDMI or D-sub 15-pin output, please bring a conversion adapter for connection between the PC and projector.

- Please bring a power adapter in case the battery runs out while you are making a presentation or preparing for the presentation.
- Please design your presentation slides with a 16:9 aspect ratio. (While slides made with the standard 4:3 aspect ratio can be projected, note that they will not fill the entire screen when streamed on the website.)
- You cannot use PowerPoint's Presenter View mode. If you need a transcript for your presentation, please prepare it separately.
- Please disclose your Conflict of Interest (COI) or state you have no COI. Please read the "Conflict of Interest" page of the JSIR, ISIR & APSCVIR 2022 website and declare your COI status on the second slide of your presentation (following the title slide).

Post-event on-demand streaming

After JSIR, ISIR & APSCVIR 2022 is over, its sessions will be made available for viewing via on-demand streaming from June 20 (Monday) to July 20 (Wednesday), 2022.

Some of the JSIR, ISIR & APSCVIR 2022 Program, including the Ethics Seminar, Seminar for Trainer of the JSIR and The 22nd Technical Workshop, will not be available for viewing.

Poster Presentation

The paper poster exhibition and presentation will be held on-site only, not streamed online.

Venue: Exhibition Hall A on the 2nd floor of the Hall No.1 Building, Kobe International Exhibition Hall

Schedule

Date	Poster mounting	Viewing	Poster presentation	Poster removal
June 4 (Saturday)	9:00 – 18:00	9:00 – 18:00	—	—
June 5 (Sunday)	—	9:00 – 18:00	—	—
June 6 (Monday)	—	9:00 – 13:30	13:30 – 16:30	16:30 – 17:30

- For details about the poster presentation in each session, including presentation time, please refer to the Time Table or email sent by the Congress Secretariat.
- Tools necessary for mounting a poster will be provided by the Congress Secretariat.
- The Congress Secretariat will dispose of posters that remain posted after the removal time has passed.

1. To poster session chairs

- Please come to the reception desk for Poster Session Chairs in the session venue and complete registration at least 15 minutes before the start of the session.
- After registration, please move to the poster area of your session.
- Please finish the session on time.

2. To poster presenters

- Please complete mounting your poster as early as possible.
- Please stand by your poster at least 10 minutes before the start of the session.
- Please finish your presentation on time.
- Please disclose your Conflict of Interest (COI) or state you have no COI. Please read the "Conflict of Interest" page of the JSIR, ISIR & APSCVIR 2022 website and declare your COI status in the bottom of the poster board.

Language and duration of poster presentation and Q&A

Session	Poster language	Language of presentation and Q&A	Duration of presentation and Q&A
Scientific Session (Poster)	English	English or Japanese	5 min. (3 min. for presentation and 2 min. for Q&A)

Poster size (Please see the image on the right)

- A panel (210cm high x 90cm wide), a label showing the poster number and tacks will be provided in the poster session venue by the Congress Secretariat.
- Your poster number is shown in the upper left section (20cm high x 20cm wide) of the panel. Please write your presentation title, name and affiliation on a label (20cm high x 70cm wide) and attach it to the right of the poster number.
- Please mount your poster on the poster space.
  Please leave the lowermost part of the panel (20cm above the floor) blank, due to poor visibility.
  Poster space: 170cm high x 90cm wide
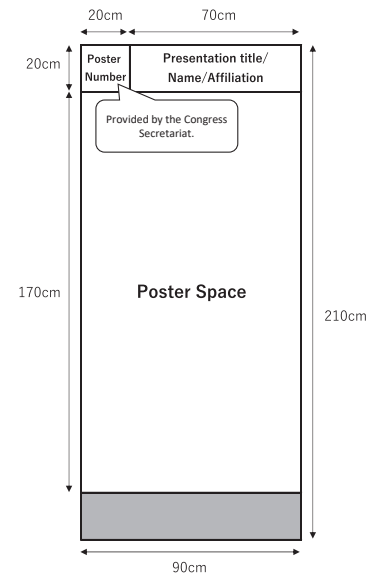
Conflict of Interest

At JSIR, ISIR & APSCVIR 2022, all presenters are required to disclose their Conflict of Interest (COI) status.
For Guidelines and Bylaws on COI, please refer to the official website of JSIR (https://www.jsir.or.jp/kaiin/rieki/).
You can download the form necessary for disclosure of COI from this website.

COI disclosure on the day of JSIR, ISIR & APSCVIR 2022

Please include the COI disclosure in the second slide your presentation (following the title slide) or in the bottom of the poster board.

Submission of Self-Reporting on COI

The lead speaker and primary investigator of the clinical study who have a COI with respect to the presentation are required to download "Self-Reporting on COI of Researcher" (Form 1) from the official website of JSIR (https://www.jsir.or.jp/kaiin/rieki/), fill it in, and send it by e-mail to the Congress Secretariat (jsir2022@congre.co.jp).
If there is no COI to disclose, it is not necessary to send the report.