Instruction for Chairs and Speakers（Participants from abroad）

【Concerning the Time Allotted for Presentations】

1. Chairpersons are requested to be seated in the Next Chairperson's Seat 15 minutes before your session. The seat is on the right side of the venue.

2. All speakers are requested to be seated in the Next Speakers Seat 15 minutes before your session.

3. Please refer to the list below for more information;

	Session Style	Abstract Number	Time for Presentation	Time for questions	General Discussion	Interpretation
PSY1	President Symposium 1	PSY1-1〜5	20min	4min	−	○
SL1	Special Lecture 1	SL1	25min	−	−	○
SL2	Special Lecture 2	SL2	40min	5min	−	○
SL3	Special Lecture 3	SL3	25min	−	−	○
AJ	ASCO/JSMO Joint Symposium	AJ-1〜5	20min	4min	−	○
EJ	ESMO/JSMO Joint Symposium	EJ-1〜4	25min	5min	−	○
AOJ	Asia & Oceania Joint Symposium (CSCO/KACO/SSO/JSMO)	AOJ-1	30min	5min	−	○
		AOJ-2〜8	15min			
JS3	JSMO/JSTRO Joint Symposium	JS3-1	35min	5min	−	−
		JS3-2〜5	17min	3min		
JS7	JSMO/JSH Joint Symposium	JS7-1、3	20min	2min	−	−
		JS7-2、4、5	15min	2min		
		JS7-6	20min	3min		
ISY1	International Symposium 1	ISY1-1〜4	20min	5min	−	○
		ISY1-5		−		
ISY2	International Symposium 2	ISY2-1〜6	12min	2min	−	−
		ISY2-7	30min	6min		
ISY3	International Symposium 3	ISY3-1〜4	25min	5min	−	−
ISY4	International Symposium 4	ISY4-1〜3	20min	5min	−	−
		ISY4-4〜7	10min	1min		
ISY5	International Symposium 5	ISY5-1〜3	21min	3min	−	○
		ISY5-4	10min	2min		
		ISY5-5	6min	−		
ISY6	International Symposium 6	ISY6-1〜4	15min	3min	18min	−
ISY7	International Symposium 7	ISY7-1	20min	5min	−	−
		ISY7-2、4	15min			
		ISY7-3、5	20min			
ISY8	International Symposium 8	ISY8-1〜5	20min	4min	−	○
ISY9	International Symposium 9	ISY9-1	5min	−	−	−
		ISY9-2、4	25min	5min		
		ISY9-3、5	20min	5min		
ISY10	International Symposium 10	ISY10-1	60min	−	15min	−
		ISY10-2〜4	15min	−		
SY1	Symposium 1	SY1-1〜2	30min	5min	−	○
		SY1-3	40min	10min		
SY3	Symposium 3	SY3-1	30min	5min	25min	○
		SY3-2〜4	15min			
SY7	Symposium 7	SY7-1	30min	−	30min	○
		SY7-2〜4	20min	−		
SY8	Symposium 8	SY8-1〜4	15min	3min	23min	○
		SY8-5	20min	5min		
SY13	Symposium 13	SY13-1〜6	15min	5min	−	○
SY15	Symposium 15	SY15-1、5	25min	3.5min	−	○
		SY15-2、3、4	18min	3min		
WS5	Workshop 5	WS5-1	40min	5min	−	○
		WS5-2〜6	15min	−		
		WS5-7	5min	−		

	Session Style	Abstract Number	Time for Presentation	Time for questions	General Discussion	Interpretation
PS	Plenary Session		12min	3min	−	○
−	How to write a paper and have it accepted by Annals of Oncology		25min	5min	−	−
O	Oral Session		7min	3min	−	−
ISS	Oral Session (International Session)		7min	3min	−	−
P	Poster Session		3min	2min	−	−
P	Poster Session (International Session)		3min	2min	−	−

4. Your punctuality would be highly appreciated.

【Concerning Conflict of Interest】

All speakers must disclose any COI（Conflict of Interest）on the second slide of the presentation.

All Poster Presenters must disclose COI（Conflict of Interest）on the lower right-hand corner of the poster.

Please download the form from the website below:

JSMO2015 official website

http://www.congre.co.jp/jsmo2015/en/

【Concerning the PC Center】

1. PC Centers are located at each venue. Please stop by and check your data before your presentation time.

・Royton Sapporo 2F Lobby

・Hotel Sapporo Geibunkan Nitori Cultural Hall（Room1）1F Lobby

・Sapporo Education and Culture Hall（Room11）1F Lobby

Date	Open hours
July 16 (Thu)	7:30 ～ 17:00
July 17 (Fri)	7:00 ～ 18:00
July 18 (Sat)	7:00 ～ 16:30

2. Please complete registration and check your presentation data at the **nearest PC center from your presentation room** 45 minutes before your presentation time.

   If you are willing to use your own laptop, please preview the data at the PC center 45 minutes before your presentation time.

   *Please confirm 【Concerning Personal Computer（PC）Presentations】for more information.

3. If you are bringing USB flash memory stick, please allow the operator to download/copy it to the server. The secretariat will take responsibility to delete the data after the meeting.

4. For those who will be presenting in early morning sessions, please come by and register your data by the day before your presentation.

【Concerning Personal Computer（PC）Presentations】

1. Please bring your presentation data on a USB flash memory stick, or on a laptop itself.

   ***Macintosh users are required to bring your own laptop.**

   *If video data is included in the presentation data, we highly recommend that you bring your own laptop.

   *PowerPoint is the only application accepted.

2. Please adhere to the allotted presentation time.

3. Please follow the Chairperson's lead under any circumstances.

【Precautions When Bringing Your Own Laptop】

1. Please cancel the password, screensaver, and power-saving settings in advance.
2. The connection for the output connector "Mini D-sub 15 pin." (See illustration on the right) is available.
   The resolution is XGA (1024 x 768).
   If you have a different output connector, please bring an appropriate conversion connector.
   Also, please remember to bring your computer's AC adapter.
3. Please make sure to prepare a back-up data on media though it is saved in your PC.
4. After the preview at the PC center, please take the laptop with you to the Computer Operation Desk 20 minutes before your presentation. The Operation Desk is located at the front left side of the room for your session.

【Precautions When Bringing Media】

1. All equipments are compliant for Windows 7.
   *Please note that it is not compatible with Macintosh.
2. Windows PowerPoint 2003/2007/2010/2013 are acceptable.
3. Please use standard fonts such as Arial, Century, Times New Roman, etc.
4. If you are using video data, we recommend that you bring your own laptop.
5. Video data for PowerPoint presentations should be able to run in codec with default state of Windows 7 (OS) and Windows Media Player11. To have it linked with PowerPoint, please save your datas in the same folder.
6. Please make sure to check the data on a different computer to see whether the data can be played without any errors.
7. There should be only your presentation data saved in your media.
8. Please check your copied data on other PC beforehand to avoid copying the wrong data.
9. Please check your data with Virus Scanner.
10. Please be sure to bring your back-up data with you.

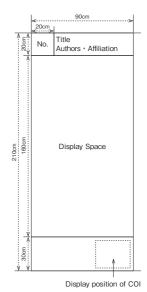## 【Concerning Poster Session】

1. Posters for Poster Sessions are removed/renewed every day during the meeting.
   Please prepare by confirming the allotted time / date for your poster display.

	July 16 (Thu)	July 17 (Fri)	July 18 (Sat)
Poster set-up	8:00〜 9:00	8:00〜 9:00	8:00〜 9:00
Poster display	9:00〜18:10	9:00〜18:10	9:00〜12:50
Poster presentation & discussion*	18:10〜19:40	18:10〜19:40	12:50〜14:20
Poster removal	19:40〜20:10	19:40〜20:10	14:20〜14:50

   *Please refer to the timetable of poster session for more information.
   (P. 22-24)
2. You may find your materials (ribbons for presenters/ pins for placing the posters) attached to your assigned poster board.
3. Size Required: 90cm wide × 180cm high
4. When presenting, please stand in front of your poster and make sure to wear your ribbon.
5. The presentation time is given for 5minutes total; 3 minutes for your presentation and 2 minutes for questions and answers. Please follow the Chairperson's instructions.
6. It is the presenter's responsibility to remove your own poster. Please note that all remained posters after the poster removal time will be disposed by the Secretariat.
7. Poster presenters also have to disclose and display any COI (Conflict of Interest).