

Instruction for Chairs and Speakers (Participants from abroad)

[For Chairs and Speakers of Presentation]

1. Chairpersons are required to seat in the Next Chairperson's Seat which is on the right side of the venue 15 minutes prior to your session.
2. All speakers are required to seat in the Next Speakers Seat 15 minutes before your session.
3. Please refer to the following list for more information;
4. Your punctuality would be highly appreciated.

※Please refer to Program Overview we sent

	Session Style	Abstract Number	Time for Presentation	Time for questions	General Discussion	Interpretation
SL-1	Special Lecture 1	SL-1	30min	—	—	—
SL-2	Special Lecture 2	SL-2	60min	—	—	—
SL-3	Special Lecture 3	SL-3	60min	—	—	—
SL-4	Special Lecture 4	SL-4	60min	—	—	—
SL-5	Special Lecture 5	SL-5	60min	—	—	○
SL-6	Special Lecture 6	SL-6	60min	—	—	—
SL-7	Special Lecture 7	SL-7	60min	—	—	—
AJ	ASCO/JSMO Joint Symposium	AJ-1~4	25min	5min	—	—
AOJ	Asia & Oceania Joint Symposium	AOJ-1~5	20min	4min	—	—
EJ	ESMO/JSMO Joint Symposium	EJ-1~5	※	※	—	—
ISY-1	International Symposium 1	ISY-1-1~4	※	※	—	—
ISY-2	International Symposium 2	ISY-2-1~5	16min	4min	—	—
ISY-3	International Symposium 3	ISY-3-1~4	※	※	—	—
ISY-4	International Symposium 4	ISY-4-1~3	20min	10min	30min	○
ISY-5	International Symposium 5	ISY-5-1~4	※	※	—	○
ISY-6	International Symposium 6	ISY-6-1~5	20min	4min	—	—
ISY-7	International Symposium 7	ISY-7-1~4	※	※	—	—
ISY-8	International Symposium 8	ISY-8-1~4	※	※	—	—
ISY-9	International Symposium 9	ISY-9-1~5	※	※	—	—
ISY-10	International Symposium 10	ISY-10-1~4	22min	2min	20min	—
ISY-11	International Symposium 11	ISY-11-1~4	※	※	—	—
ISY-12	International Symposium 12	ISY-12-1~5	20min	—	20min	—
ISY-13	International Symposium 13	ISY-13-1~4	※	※	—	—
ISY-14	International Symposium 14	ISY-14-1~5	※	※	—	—
ISY-15	International Symposium 15	ISY-15-1~4	※	※	—	○
ISY-16	International Symposium 16	ISY-16-1~7	※	※	—	—
SY-9	Symposium 9	SY-9-1~7	※	※	—	○
SY-10	Symposium 10	SY-10-1~5	※	※	—	○
SY-12	Symposium 12	SY-12-1~3	※	※	—	○
SY-13	Symposium 13	SY-13-1~4	※	※	—	○
SY-30	Symposium 30	SY-30-1~3	※	※	20min	○
WS-9	Workshop 9	WS-9-1~4	10min	5min	30min	○
EL-11	Educational Lecture 11	EL-11	60min	—	—	○
PS	Plenary Session	—	12min	3min	10min	○
SPS	Semi-Plenary Session	—	8min	2min	8min	○
O	Oral Session	—	6min	4min	—	—
P	Poster Session	—	3min	2min	—	—

[Conflict of Interest (COI) Disclosures]

All speakers are required to show a slide disclosing any potential Conflict of Interest on the second slide of the presentation.

Presenters at Poster Sessions must indicate Conflict of Interest on the lower right corner of the poster.

Please download the form from “Information for Chairs and Speakers” at the JSMO2017 official website:

<http://www.congre.co.jp/jsmo2017/english/index.html>

[Speaker Check-in Desk]

1. Speaker Check-in Desk are located at the following venue.

- 1F, Portopia Hall
- 1F, Kobe International Exhibition Hall #2
- 3F, Kobe International Conference Center

Please stop by and check your data before your presentation.

Opening Hours:

Date	Open hours
July 27 (Thu)	8:00~16:00
July 28 (Fri)	7:30~18:30
July 29 (Sat)	7:30~16:30

2. Please complete your registration and check your presentation data at the **nearest Speaker Check-in Desk from your presentation room** 45 minutes prior to 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 **[Speaker Check-in Desk]** for more information.

3. If you are bringing USB flash memory stick, please pass to 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.

[Using Personal Computer (PC) for Your 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 your presentation data, we highly recommend you to bring your own laptop.

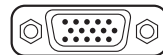
*PowerPoint is the only application accepted.

2. Please adhere to the allotted presentation time.

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

[Precautions for Bringing Your Own Laptop]

1. Please cancel the password, screensaver, and power-saving settings of your computer 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 besides the one on your computer.
4. After reviewing your data at Speaker Check-in Desk, please take your laptop with you to the Computer Operation Desk 20 minutes prior to your presentation. The Operation Desk is located at the front left side of your session room.



[Precautions for Bringing Media]

1. All the equipment are compliant for Windows 7.
*Please note that it is not compatible with Macintosh.
2. Windows PowerPoint 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 you to bring your own laptop.
5. Video data for Power Point presentations should be able to run in codec with default state of Windows7 (OS) and Windows Media Payer11. To keep it link with PowerPoint, please save your data in the same folder.
6. In order to play the data properly at your presentation, please make sure to check the data on a different computer.
7. There should be only your presentation data saved in your media.
8. Please check your data from 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.

[For Chairs of Each Poster Session]

Please come to the Poster Check-in Desk (1F, Kobe International Exhibition Hall #3) at least 20min. before the session starts.

July 27 (Thu) 17:30-

July 29 (Sat) 13:30-

[For Poster Presenters]

Please prepare yourself as instructed below after confirming the presentation schedule at the Secretariat.

1. You will find your No., ribbon for a presenter, and pins for putting up posters at your poster board.
2. It is your responsibility to remove your posters. **The Secretariat will dispose of any posters that are left behind after the poster removal time.**

	July 27 (Thu)	July 29 (Sat)
Poster set-up	8:00~ 9:00	8:00~ 9:00
Poster display	9:00~18:00	9:00~14:00
Poster presentation & discussion*	18:00~19:00 (18:30~19:00)	14:00~14:50
Poster removal	19:00~19:30	14:50~15:20

※For more details, please see p25-26

Presenter must be presented in the Poster Area at least 10 minutes prior to the Session

The presentation time is 3 minutes, with an additional 2 minutes provided for discussion for general.

Please be punctual and follow the Chairperson's directions.

3. The poster panel measures 210cm by 90cm. The Panel will indicate the program number in the upper left corner. Please write a title, your name and your affiliation in a frame of 20cm by 70cm, horizontally.
4. Poster presenters must disclose any conflict of interest (COI).

