

Instruction for Chairs and Speakers (Participants from abroad)

【For Chairs and Speakers】

1. Chairs need to be seated at the Next Chair's Seat at the front right of the session rooms 15 minutes prior to the session.
2. All speakers need to be seated at the Next Speaker's Seat 15 minutes prior to the presentation.
3. Please refer to the list below 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
AJS	ASCO / JSMO Joint Symposium	AJ-1~4	※	※	—	—
AOJS	Asia Oceania Joint Symposium	AOJ-1~6	15 min.	5 min.	—	—
AOL	Asia Oceania Leaders' Symposium	AOL-1~6	15 min.	—	30 min.	—
EJS	ESMO / JSMO Joint Symposium	EJ-1~4	15 min.	5 min.	—	—
SJS	SIOG / JSMO Joint Symposium	SJ-1~5	15 / 30 min.	—	—	—
ISY1	International Symposium 1	ISY1-1~4	15 min.	5 min.	—	—
ISY2	International Symposium 2	ISY2-1~6	12 / 20 min.	3 / 5 min.	—	—
ISY3	International Symposium 3	ISY3-1~5	20 / 25 min.	—	—	—
ISY4	International Symposium 4	ISY4-1~4	16 min.	4 min.	—	—
ISY5	International Symposium 5	ISY5-1~6	10 / 15 min.	5 min.	—	—
ISY6	International Symposium 6	ISY6-1~4	25 min.	—	20 min.	—
ISY7	International Symposium 7	ISY7-1~5	15 / 20min.	3 min.	20 min.	—
ISY8	International Symposium 8	ISY8-1~5	20 min.	4 min.	—	—
ISY9	International Symposium 9	ISY9-1~4	20 / 30 min.	5 min.	—	—
ISY10	International Symposium 10	ISY10-1~4	22 min.		—	—
SY1	Symposium 1	SY1-1~4	25 / 40 min.		—	—
SY2	Symposium 2	SY2-1~4	25 min.	5 min.	—	—
SY7	Symposium 7	SY7-1~4	16 min.	6 min.	—	—
SY11	Symposium 11	SY11-1~6	12 / 20min.	3 / 5min.	—	—
SY19	Symposium 19	SY19-1~3	30 / 45 min.	—	15 min.	○
SY20	Symposium 20	SY20-1~6	50 / 15 min.	5 / 10 min.	—	○
SY24	Symposium 24	SY24-1~5	20 min.	3 min.	—	—
SY27	Symposium 27	SY27-1~5	20 / 30 min.		—	—
PS	Plenary Session	PS-1, PS-2 PS-3, PS-4	10 min. 12 min.	3 min.	Discussant 12 min.	—
SPS	Semi-Plenary Session	SPS-1~9	8 min.	2 min.	Discussant 8 min.	—
O	Oral Session		7 min.	5 min.	—	—
P	Poster Session		3 min.	2 min.	—	—

[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.

Speakers of poster sessions should indicate Conflict of Interest on the lower right corner of the poster.

Please download the form from “Information for Chairs and Speakers” at the JSMO2018 official website:

<http://www.congre.co.jp/jsmo2018/english/index.html>

[PC Preview Desk]

1. PC preview desks are located at the following venues.

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

Opening Hours:

Date	Open hours
July 19 (Thu)	8:00-15:30
July 20 (Fri)	7:30-16:30
July 21 (Sat)	7:30-16:00

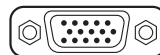
2. Please complete your preview and registration of your presentation data at the **nearest PC preview desk to your presentation room** 45 minutes prior to your presentation time.
3. If you bring the USB flash memory stick, PC operator will download/copy the presentation data to the server. Presentation data will be deleted after the meeting.
4. For those who will be presenting at the early morning sessions, please register your data on the previous day if possible.

[For PC Presenters]

1. Please bring your presentation data in USB flash memory stick or your own laptop to the desk.
 - *If you use Macintosh, you need to bring your own laptop.
 - *If video data is included in your presentation data, we recommend you to bring your own laptop.
 - *PowerPoint is the only application accepted.
2. Please be punctual to the allotted presentation time and follow the chair’s instructions during the session.

[Precautions for Bringing Your Own Laptop]

1. Please cancel the password, screensaver, and power-saving settings of your computer in advance.
2. The output connector “Mini D-sub 15 pin” (figure on the right) is available on site.
The resolution is XGA (1024 x 768).
If you have a different output connector, please bring an appropriate conversion connector.
Please make sure to bring your own AC adapter.
3. Please make sure to bring a back-up data on media.
4. After the preview at PC preview desk, please bring your laptop to the computer operation desk at the front left side of your session room 20 minutes prior to your presentation.
5. If you bring Macintosh with type-C connector, you need to bring the back-up data in USB.



[Precautions for Bringing Media]

1. Operating system on site is Windows 10, and it is not compatible with Macintosh.
Please bring your own PC if you use Macintosh.
2. Windows PowerPoint 2007/2010/2013/2016 are acceptable.
3. Please use standard fonts such as Arial, Century, Times New Roman, etc.
4. If you use video data, we recommend you to bring your own laptop.
5. If you use video data, please make sure that your data can reproduced in codec with default state of Windows 10 (OS) and Windows Media Payer 12.

Please save your video data and PowerPoint data in the same folder to keep the connection.

6. Please check the data on a different computer to make sure that the presentation data works properly at the venue.
7. Please do not save other data than your presentation data in the media.
8. Please check your data with the latest Virus Scanner in advance.
9. Please be sure to bring your back-up data with you.
10. Please do not use presenter view for the presentation.

[For Poster Presenters]

Please prepare your poster as instructed below after confirming your presentation schedule (P25-27).

	July 19 (Thu)	July 20 (Fri)	July 21 (Sat)
Putting up posters	8:00- 9:00	8:00- 9:00	8:00- 9:00
Poster display	9:00-17:20	9:00-18:10	9:00-13:50
Poster presentation	17:20-18:10	18:10-19:00	13:50-14:40
Poster removal	18:10-18:40	19:00-19:30	14:40-15:10

1. Pins for putting up posters and ribbon for the presenters are prepared in front of the poster board.
2. The poster panel size is 210cm × 90cm.
Abstract number on the upper left corner will be prepared by the secretariat.
Abstract title, presenter’s name and affiliation (70cm × 20cm) should be prepared by the presenter.
3. Presenters must disclose applicable COI (Conflict of Interest) of your presentation.
Please download the form from “Information for Chairs and Speakers” at the JSMO2018 official website:
(<http://www.congre.co.jp/jsmo2018/english/index.html>) and display on the lower left corner of the panel.
4. Presenters should come to the poster room at least 10 minutes prior to the session.
Allocated time is 3 minutes presentation and 2 minutes discussion.
Please be punctual and follow the chair’s directions.
5. It is the presenter’s responsibility to remove the posters.
Secretariat will dispose of any posters that are left behind after the poster removal time.

