

Information for Participants

1. Registration

Place: Entrance Hall on the 1st floor, Tsukuba International Congress Center

Time: 8:00-18:30, Thursday, November 7

8:00-17:30, Friday, November 8

2. Participation Fees

Members	JPY 10,000
Graduate Students Junior Residents (1 st or 2 nd year doctors-in-training) Foreign Students Studying in Japan Clinical laboratory Technicians	JPY 5,000 Please show your student or junior resident identification card
Honorary Members	Admission free
Undergraduates	Admission free Please show your student identification card
Welcome Party	JPY 1,000

Put your name and the organization that you belong to in your name card and wear it within the venue all the time.

Please wear the name card when participating in workshops by medical department and companion meetings as well.

As it is required to renew your pathologist qualifications, please keep it at hand.

3. Abstracts

Abstracts (Proceedings of the Japanese Society of Pathology) can be viewed in PDF format on members' only page of JSP's website.

Abstracts in booklet format will be sold at the Congress Secretariat desk.

Price: JPY 1,000 (for members) and JPY 2,000 (for non-members)

4. Lectures meet the Criteria for Renewal by the Japanese Medical Specialty Board

- ① Special Lecture: 14:30-15:30, Thursday, November 7, Tsukuba International Congress Center (Main Convention Hall)
- ② Special Lecture on Pathological Diagnosis: 13:40-14:40, Friday, November 8, Tsukuba International Congress Center (Main Convention Hall)
- ③ Educational Lecture: 17:40-18:40, Friday, November 8, Tsukuba International Congress Center (Main Convention Hall)

Each lecture will be counted as one unit. We will distribute a certificate of attendance around the exit of the venue after the respective lectures, so make sure to receive it. For your information, you are required to participate in each lecture for one hour. Please be advised that we will not be able to reissue the certificate of attendance.

5. Luncheon Seminar (LSI-LS6)

We will not distribute numbered tickets for the luncheon seminars. (Venue: Tsukuba International Congress Center)

12:00-13:00, Thursday, November 7

LS1: Main Convention Hall on the 2nd floor, LS2: Conference Room 101 on the 1st floor

LS3: Conference Room 102 on the 1st floor

12:30-13:30, Friday, November 8

LS4: Main Convention Hall on the 2nd floor, LS5: Conference Room 101 on the 1st floor,

LS6: Conference Room 102 on the 1st floor

6. Companion Meeting (Venue: Tsukuba International Congress Center)

19:00-21:00, Friday, November 8

① Maternal Death Exploratory Committee

The 10th Clinico-Pathological Conference on Maternal Death (Conference Room 101 on the 1st floor)

19:00-21:00, Friday, November 8

② Japanese Pulmonary Pathology Society (JPPS) Companion Meeting (Conference Room 102 on the 1st floor)

7. Exhibition of Instruments/Equipment and Books

9:00-18:00, Thursday, November 7; 9:00-16:00, Friday, November 8

Multi-Purpose Hall on the 1st floor, Tsukuba International Congress Center

8. Cloak

8:00-20:00, Thursday, November 7; 9:00-19:00, Friday, November 8

Entrance Hall on the 1st floor, Tsukuba International Congress Center

9. Welcome Party

19:00~, Thursday, November 7

Venue: Entrance Hall on the 1st floor, Tsukuba International Congress Center

Entry Fee: JPY 1,000

For the Chairs

For the chairs for the oral presentations, please be seated on the “following chair’s seat” in the hall, at least 15 minutes before the session that you take charge of starts. The chairs will not need to go through the registration procedure. For the poster session chairs, please go through the registration procedure for the chairs at the registration desk of Entrance Hall on the 1st floor, at least 10 minutes before the session starts. We will lend you one pointer and the ribbon for the chair. The proceedings will entirely be left to the chair, therefore your cooperation to complete the session within a time frame will be very much appreciated.

〈For Speakers〉

1. Presentation Time

Special Lecture Invited Lecture Educational Lecture Special Program	60 minutes including discussion
Symposium 1, 2	20-min presentation and 3-min discussion
Symposium 3	30-min presentation and 5-min discussion (one part: 12-min presentation and 3-min discussion)
Special Lectures on Pathological Diagnosis	60 minutes including discussion
Lecture A	30-min presentation and 10-min Q&A
Lecture B	15-min presentation and 5-min Q&A
Case Report	15-min presentation and 5-min Q&A
Poster Session	6-min presentation and 2-min discussion

The prize awarding ceremony for Lecture A & B is scheduled as given below:

10:00-10:20, Friday, November 8

2. Oral Presentations

PC Preview

Please finish your registration at the entrance hall on the 1st floor “PC Preview” at least 30 minutes before your presentation and be seated on “the following speaker’s seat” at least 15 minutes before your presentation. Registration Time: 8:00-17:30, Thursday, November 7 and Friday, November 8

Presentation Format

- Only presentation using PowerPoint on PC is acceptable.
- You may also make a presentation using your own PC.
- Please refrain from making a presentation using a tablet computer.
- You can use video and audio.

Specifications of the PC available at the venue

- Windows 10
- Software: Microsoft Office PowerPoint 2010/2013/2016
- * Please bring your own PC when using Microsoft Office PowerPoint 2019.

Presentation data

- Data should be submitted in USB flash memory.
- The filename of the presentation data should be the “subject number_speaker’s name.” Use half-digit numbers for your subject number and there must be no spaces.
- Please ensure that your data have been scanned for viruses beforehand.
- If you use video and audio, please ensure that you have your own PC as a backup. Only video that can be replayed using Windows Media Player is acceptable.
- If you prepare data based on MacOS, please use your own PC. Just to be safe, please bring backup data in USB flash memory as well.
- We will take responsibility for deleting data presented after the meeting.

Matters requiring attention when you bring in your own PC

- When you bring your own PC, please ensure that your pc has output unit for HDMI and Mini D-sub 15pin.
- Please bring an external output terminal conversion connector for PCs that has other output units written above.
- Please make sure to bring AC adaptor as well.
- Please deactivate the screen saver, power-saving setting and passwords in advance.
- Your PC that we received will be returned at the PC technician’s seat after your presentation. Please make sure to take it.

Equipment on the stage

- We will make available a liquid crystal monitor, mouse and laser pointer on the podium.
- The PC operator will make your presentation data open. Please operate the PC to go to the next slide or go back to the previous one on your own.

3. Poster Presentation in English

Day and time for putting up posters: 9:00-16:00, Thursday, November 7

Day and time for removing posters: 8:00-13:00, Friday, November 8

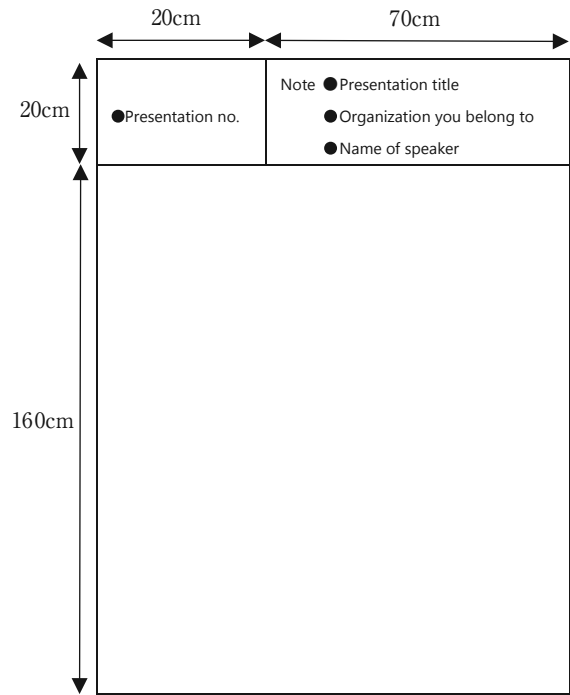
All the posters will be displayed for two days.

- There is no need for registration for poster presenters. Please refer to the illustration of a panel on the next page and put up your poster at the designated place within the time posting.
- The presentation title, the organization you belong to and your name should be indicated in English. Please put a circle before the name of the speaker.

- The presentation number, push pins and ribbons for presenters are available at the venue.
- For poster presentations, “empty-handed poster services” are available only for Japanese. (For further details, please refer to the website.) In this case, the Secretariat will put up your poster for you ahead of time but you should be responsible for the removal.

Time for general discussion on posters: 18:00-19:00, Thursday, November 7

- Wear your ribbon for a speaker and stand by in front of your poster at least 5 minutes before the session starts and follow the chair’s instructions.
- Those posters that remain after the removal time will be removed by the organizer and be disposed of after the annual meeting.



Note: Prepare on your own. The presentation title, the organization you belong to and your name should be indicated in both Japanese and English.

4. Conflicts of Interest

Research carried out in collaboration with industry may not only benefit society at large (public interest) by means of the results obtained from fulfilling academic and ethical responsibilities; benefits such as money, status, and rights (private interests) may also arise as a result of industrial collaboration. A situation in which these two interests both arise in an individual researcher is known as a conflict of interest (COI).

The Japanese Society of Pathology requires that all authors of presentations given at the Annual Meeting disclose any conflicts of interest they may have.

All speakers are requested to include a slide on conflicts of interest (see example below) as the second of their presentation slides (immediately following the title page), or to include it at the bottom in the case of a poster presentation. Please see the links to the Japanese Society of Pathology below for further details. <http://pathology.or.jp/side/coi-m.html>

No conflicts of interest to disclose

**The 65th Autumn Annual Meeting of
The Japanese Society of Pathology**
Name of First Author

**The author has no conflict of interest to
disclose with respect to this presentation.**

With conflicts of interest to disclose

**The 65th Autumn Annual Meeting of
The Japanese Society of Pathology**
COI Disclosure
Name of First Author : ○○ ○○

**The author has the conflict of interest to
disclose with respect to this presentation.**

① Consultation fees :	none
② Stock ownership / profit :	none
③ Patient fees :	none
④ Remuneration for lecture :	none
⑤ Manuscript fees :	Pharmaceutical company
⑥ Trust research / Joint research funds :	Pharmaceutical company
⑦ Scholarship fund :	Pharmaceutical company