

## ■ Instruction for Chairs

### 〈Oral Presentation〉

- (1) Please be seated in the “Next Chair’s Seat” (right front in the room) at least 15 minutes prior to the session.
- (2) Please proceed to the Chair’s seat and start the session at the appointed time.
- (3) Please keep the presentation time of each subject at the symposium, workshop, etc. as announced in advance.

## ■ Instruction for Presenters

### 〈Oral Presentations〉

#### 1. Presentation Times

- (1) In symposia and workshops, please adhere to the time limits indicated by the chair.
- (2) The time allocated for oral presentations is 7 minutes, with 3 minutes of Q&A.
- (3) A yellow lamp will flash 1 minute before the end of the presentation time, and a red lamp will flash at the end of the time. Please adhere strictly to your allotted time.

#### 2. Specifications of the Computers used at the Venue

OS	Windows 11 *Resolution: HD (16:9)
Software	Microsoft Office PowerPoint 2024

#### 3. Presentation Data

- (1) Please save your data on a USB flash memory stick and check that it works on another computer before bringing it to the meeting. Please name the file in the format of “Presentation Number\_Presenter’s Name”. Please also bring a backup of your presentation data in case of unexpected circumstances. Save only your presentation data on your memory device. Any data handed over to us will be destroyed after the end of your presentation.
- (2) If you wish to use video or audio materials, please bring your own computer with you and inform the person at the PC Preview Desk of this fact. Video files must be produced so that they are playable with the codec included in the Windows Media Player 11 initial state. (MP4 format is recommended for file production.)
- (3) HDMI cables are available at the PC Preview Desk. If you are using other dedicated output terminals (Macintosh, etc.), you will not be able to output video without a conversion connector, so be sure to bring an external output connector and an AC adapter along with your PC. Also, be sure to bring a mains power cable in case the battery in your computer runs out.
- (4) Please be sure to scan for viruses.
- (5) If you bring your own PC, cancel the screen saver and power saving settings in advance.
- (6) To ensure that your presentation proceeds smoothly, please do not use presenter tools.
- (7) Please unlock any password required by your computer when it wakes up from sleep mode or is restarted.

#### 4. Presentation Data Reception

- (1) The PC Preview Desk is located in Foyer, Conference Bldg., 2nd Floor, Sendai International Center.
- (2) Please complete the reception procedures and data preview by 30 minutes before your presentation is due to start.

##### **Presentation Data Reception / PC Preview Desk**

Place: Sendai International Center, Exhibition Bldg., 1st Floor, Exhibition Hall

Dates/Times: April 17 (Thu.) 7:50 - 16:00

April 18 (Fri.) 7:50 - 16:30

April 19 (Sat.) 7:50 - 14:30

- (3) If you are bringing your own computer, please carry it into the presentation hall yourself and give it to the operator on the computer operator's desk in the presentation hall (at the front left of the room) 30 minutes before your presentation is due to start, so that the operator can display your presentation data. It will be returned to you at the computer operator's desk immediately after the end of your presentation.

#### 5. Devices for Use During Presentations

- (1) Please use the keyboard and mouse that are set up on the podium during your presentation.
- (2) The monitor screen on the podium will be set on standby with your presentation data already open in PowerPoint. Please operate the slides by yourself during the presentation.

#### 6. 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 presenters 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.

<https://pathology.or.jp/side/coi-m.html>

## No conflicts of interest to disclose

<b>The 114th Annual Meeting of the Japanese Society of Pathology COI Disclosure</b> <i>Name of First Author :</i>
<p>The author has no conflict of interest to disclose with respect to this presentation.</p>

## With conflicts of interest to disclose

<b>The 114th Annual Meeting of the Japanese Society of Pathology COI Disclosure</b> <i>Name of First Author :</i>														
<p>The author has the conflict of interest to disclose with respect to this presentation.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">1. Consultation fees:</td> <td>none</td> </tr> <tr> <td>2. Stock ownership/profit:</td> <td>none</td> </tr> <tr> <td>3. Patent fees:</td> <td>none</td> </tr> <tr> <td>4. Remuneration for lecture:</td> <td>none</td> </tr> <tr> <td>5. Manuscript fees:</td> <td>***pharmaceutical company</td> </tr> <tr> <td>6. Trust research/Joint research funds:</td> <td>***pharmaceutical company</td> </tr> <tr> <td>7. Scholarship fund:</td> <td>***pharmaceutical company</td> </tr> </table>	1. Consultation fees:	none	2. Stock ownership/profit:	none	3. Patent 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
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7. Scholarship fund:	***pharmaceutical company													

## 〈Poster Presentations〉

## 1. Presentation format

There is no poster presenter registration.

Please come to the poster room directly and display your poster(s) on the panels.

Pin for mounting presenter and ribbon for presenters are prepared on each panel.

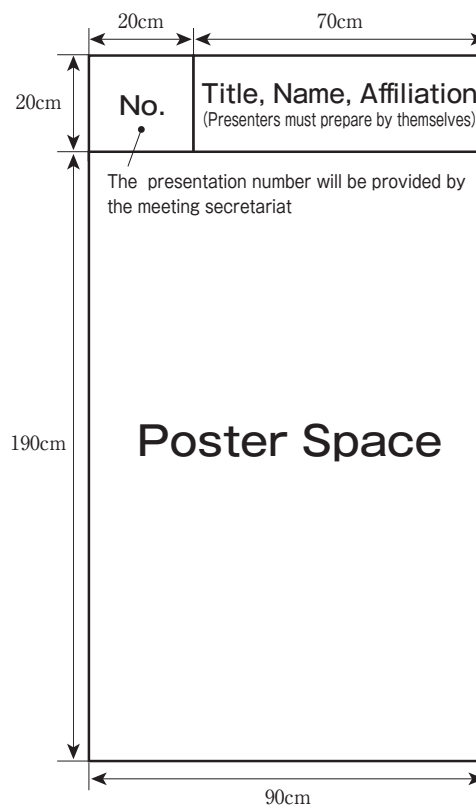
## 〈Poster〉

Please follow the guidance of poster chairs. The time allocated for presentations is 5 minutes, with 3 minutes for Q&A. We recommended that you prepare posters in English. Your presentation should be delivered in Japanese or English.

## 〈Poster (Students)〉

Please follow the guidance of poster chairs. On the 3rd day (April 19th), the presentation will start at 16:10. The time allocated for presentations is 5 minutes, with 3 minutes for Q&A. Please help us to be punctual.

After the presentation and discussion, the best abstracts will be selected and awarded at the awards ceremony from before the closing ceremony.



## 2. Times for Display, Discussion, and Removal

## 〈Poster / Poster (Students)〉

	Poster Mounting	Poster Discussion	Poster Removal
April 17 (Thu.)	8:30 – 10:00	16:30 - 17:30	17:30 – 19:00
April 18 (Fri.)	8:20 – 10:00	17:20 - 18:20	18:20 – 19:00
April 19 (Sat.)	8:20 – 10:00	16:10 - 17:10	17:10 – 18:30

**3. Conflicts of Interest**

In the same way as for oral presentations, all presenters must indicate any conflicts of interest at the bottom of their posters.

**4. Important notice**

Any displays left after removal time will be removed by the secretariat. They will be kept in the secretariat office during the meeting, however, please note that they will be discarded after the meeting.