

Rules of Presentation/Information for Posters

To All Speakers and Chairpersons

All presentations (excluding poster presentation) must be presented using a computer (Digital Presentation).

Note that presentation by overhead slide projection, VHS and DVD are not allowed.

■ Data Preparation for Presentation

1. PC Center

Presentation data cannot be accepted in the seminar halls/rooms. Please bring your data in advance to the PC Center and complete data registration procedures.

*Please turn in your data at least one hour before the session starts. Even if you are presenting with your own PC, please check the operation of your PC at the PC Center in advance.

*Overcrowding is expected on the first day and those who will make presentations after the second day are kindly requested to turn in your data after 1 p.m. on April 9 (Thu).

Location : 2F, Fukuoka International Congress Center

1F, Marine Messe Fukuoka B

	Open Hours
April 9 (Thu.)	7 : 30~17 : 30
April 10 (Fri.)	7 : 20~16 : 30
April 11 (Sat.)	7 : 20~17 : 30
April 12 (Sun.)	7 : 20~13 : 00

Windows11, PowerPoint 2024 are available in every session room. Resolution of the screen is Full HD (1920×1080) and 16 : 9 aspect ratio.

Please operate the slide transitions during your presentation using the monitor, keyboard, and mouse provided at the podium.

Kindly note that the use of Presenter View is not available.

Please see below to turn in your presentation data :

	Windows	Mac
Media	○	○
Using your own computer	○	○
OS	Windows11	
Data format	Microsoft 365 PowerPoint 2024	

2. Data Format

<To turn in your data by media>

- Please save your data on a CD-R or USB flash memory stick before bringing it to the PC Center.
- Although the latest anti-virus software is always applied at the PC Center, please check your media in advance to avoid scattering any unknown virus on the computer system, and encouraged to save no other data than presentation data on the media.
- Please use OS standard font (English : Times New Roman/Century, Japanese : MS Mincho/MS Gothic etc.).
- Speakers using moving images are encouraged to use their own computer for your presentation. If you plan to turn in your media including moving images, please make sure that they are able to be shown in Windows Media Player and refrain from using any special codec. To avoid any trouble, please bring the backup media and your own computer.
- If your presentation uses linked data such as still or moving images and graphs etc., please store all linked data and ensure that the data work correctly prior to your presentation.
- All the presentation data will be completely deleted after the closing of the Meeting in a responsible manner.

<To those who bring their own laptop>

If you are presenting using a Mac, please bring your own laptop.

- HDMI is provided for the projector. Please bring your adapting connectors if needed.
- Please bring an AC power cable
- Please remove screen saver and power saving settings beforehand.

- After completing registration at the PC Center, please bring your laptop to the Operator Desk of your session hall/room. The Operator Desk is located in the front left side of each hall/room.
- After your presentation, please pick up your laptop at the Operator Desk.

■ Conflict of Interest (COI)

All speakers and co-authors must disclose the presence or absence of COI involving companies with which they have a relationship. When disclosing a COI, the category and company names must be listed after the names of the speaker and coauthors on the second slide or at the bottom of the poster, as shown in the example below. If there is no COI to disclose, please state “There is no conflict of interest to declare”. The “Category P”, however, the company name can be omitted if a speaker or a co-author has obtained or applied for a patent.

These rules are applicable to all presentations including those in Co-Sponsored Seminars.

Example :

- [Conflict of Interest : correspondence] Present
- Taro Nichigan ([F]) × Pharmaceutical Company ([I]) × Technology Company)
- Hanako Nichigan ([P])

As of October 21, 2015, the rules pertaining to the disclosure of COI status in the Japanese Ophthalmological Society (JOS) have been revised. According to these new rules, all speakers must disclose the above COI status within the last three years, regardless of whether it is related to the content of their presentations.

■ Notes on Preparing Presentation Slides

Please prepare PowerPoint slides that are ophthalmology-based and easy to understand.

All speakers must disclose their COI status on the second slide.

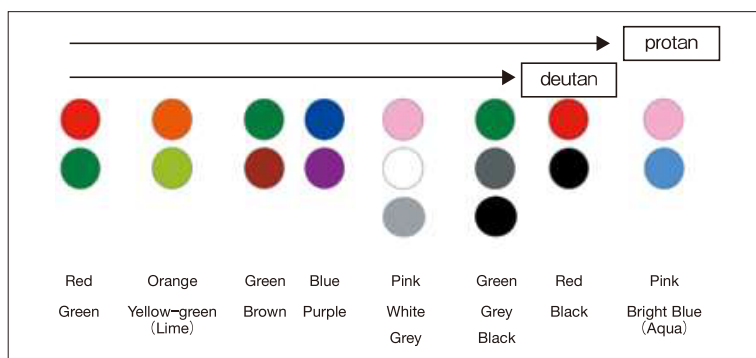
Please put reasonable space between characters. It is very difficult to read slides without enough space, especially for people with poor visual acuity or cortical visual impairment.

Colors and mixed colors on slides

Please do not use many colors on one slide. Please provide clear contrast between background and text.

For example, use a blue or black background with white or yellow texts.

Please do not use the following color



■ Absence/Cancellation

1. Please note that if a presenter does not turn up at his/her session at the designated time and place without prior notice, he/she will be penalized for not allowing his/her presentation as a presenting author at the next JOS Annual Meeting. This policy is decided by the Program Committee of the Japanese Ophthalmological Society.
2. If a presenter is not able to attend due to unavoidable circumstances, be sure he/she inform the reason for absence in writing or by e-mail in advance to the Congress Secretariat (130jos-global@congre.co.jp).
3. In the event that an unforeseen contingency occurs (traffic conditions, acute physical illness, etc.) shortly before the Annual Meeting begins, please contact the Headquarters immediately.
 - ※ Conference room 414, 4F, Fukuoka International Congress Center
 - ※ The telephone number will be posted on the official website prior to the conference.

To Speakers and Chairpersons for Papers

■ Speakers for Papers : Presentations and Discussion

Please be seated in the front row on the left side of the hall/room at least 20 minutes before your session starts. At the chairperson's instruction, please start your presentation using the keyboard and mouse on the lectern.

The time allocated for an oral presenter is 12 minutes : 8 minutes for presentation and 4 minutes for Q&A session. Time allocation for symposia has been individually informed in advance.

Since there are many presentations in a short space of time, please keep the allotted time limit.

■ Chairpersons for Papers : Presentations and Discussion

Please be seated in the front row on the right side of the hall/room at least 20 minutes before your session starts. Once you receive a cue to begin the session, please come up to the chairperson's desk and begin the session. Since there are many presentations in a short space of time, you are requested please ensure the smooth progress of the session you are chairing.

To Speakers and Chairpersons for Poster Presentations

■ Poster Presentation Area

1F, Marine Messe Fukuoka A

■ Speakers for Poster Presentation : Presentation and Discussion

In-person presentation by means of a paper poster

(1) Poster set-up

- Please set up your poster on the board assigned to you in the Poster Room within the designated time frame.

(2) Presentation method and time

- Stand by your poster board during the time frame specified in the program.
- You have 3 minutes for presentation and 2 minutes for discussion.
- Please remain at your poster panel and be available for questions and discussion both before and after your presentation during the poster presentation period listed below.

April 9 (Thu.) 15 : 20~16 : 50 (90 minutes)

April 10 (Fri.) 15 : 50~17 : 20 (90 minutes)

(3) Removal of poster

Posters that remain on the board after the final session will be removed and disposed of by the Congress Secretariat.

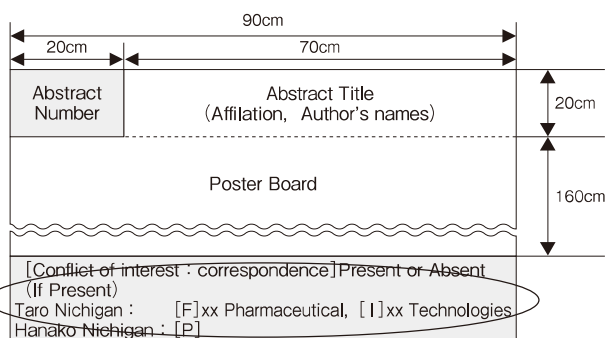
Dates	Set-up	Presentation	removal
April 9 (Thu.)	9 : 00~12 : 00	15 : 20~16 : 05/16 : 15~17 : 00	—
April 10 (Fri.)	—	15 : 50~16 : 35/16 : 45~17 : 30	—
April 11 (Sat.)	—	—	17 : 30~18 : 20

(4) Guidelines for poster preparation

If you have any questions regarding poster preparation or exhibition, please visit the Poster Area reception desk located in Marine Messe Fukuoka A, where staff members will be available to assist you.

- Your abstract number (20 cm×20 cm) will be placed on your assigned board by the Congress Secretariat.
- Please prepare a title (20 cm×70 cm) separately from the main poster, which should include the abstract title, and the authors' names and affiliations.
- The main poster should be no larger than 160 cm×90 cm.
- Please state the absence or presence of a conflict of interest at the bottom of the poster.
- Pins for mounting will be available on the poster board. Please use these pins to fix the poster securely to the board.

* If the authors have any conflict of interest to disclose, the category and company names should be displayed at the bottom of the poster, after the presenter's name.



■ Chairpersons for Poster Presentation : Presentations and Discussion

1. Ribbons for chairpersons will be distributed at the entrance to the poster exhibition area. Please attach the ribbon to your chest and be present in front of the assigned poster panel at least 10 minutes before the session begins.
2. Please begin the session promptly at the scheduled time.
3. Each presentation is allocated 3 minutes for the talk and 2 minutes for discussion, for a total of 5 minutes per presentation. Please remain at your poster panel and be available for questions and discussion both before and after your presentation. As there are numerous presentations within a limited time-frame, we kindly ask for your cooperation in ensuring smooth session progression.