■ Dates October 6 (Fri.) – 9 (Mon., a national holiday), 2023 (In-person participation)

■ Venue Tokyo International Forum, JP TOWER Hall & Conference

■ President Tetsuro Oshika, M.D., Ph.D.
Professor, Department of Ophthalmology, Faculty of Medicine, University of Tsukuba

■ Vice-President Mutsuko Ohara, M.D.
President of Ibaraki Association of Ophthalmologists

■ Chair of the Program Committee Tomohiko Usui, M.D., Ph.D.
Professor, Department of Ophthalmology, International University of Health and Welfare

■ Theme IMAGINE THE FUTURE

■ Host Organization Department of Ophthalmology, University of Tsukuba
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The following office is open during the congress period only.
Room G508, 5F Grass building, Tokyo International Forum
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Congress format

The 77th Annual Congress of Japan Clinical Ophthalmology will be held in a hybrid format, combining in-person and online participation. Some of the in-person sessions will be live-streamed. Upon registration, you can participate in the congress either in-person or online.

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On-demand streaming period: October 23 (Mon.) to November 22 (Wed.), 2023 *Japanese site only

Session	On-site Oct. 6 (Fri.) to Oct. 9 (Mon.)	Live streaming Oct. 6 (Fri.) to Oct. 9 (Mon.)	On-demand streaming	
			Oct. 9 (Tue.) to Oct. 22 (Sun.)	Oct. 23 (Mon.) to Nov. 22 (Wed.)
Special Lecture	✓	✓	Preparation period	✓
Invited Lecture	✓	✓	Preparation period	✓
Symposium	✓	✓	Preparation period	✓
Healthcare Workers' Program	✓	✕	Preparation period	✓
Instruction Course	✓	✓ *In part	Preparation period	✓
Oral Presentation	✓	✕	Preparation period	✓
Poster Presentation	✓	✕	✕	

・ The poster presentation session is held as an on-site event only.

On-site participation

Registration Desk

・ Please bring a printout or screenshot of your name badge's QR code to the registration desk, to

receive a name badge to be worn inside the congress venue. The QR code is attached to the e-mail from the Congress Secretariat, or displayed on the main menu of the registration system.

・ Please receive a congress bag and name badge holder at the congress bag distribution desk in the

Lobby Gallery on the B1F of the Tokyo International Forum.　(Please be sure to bring your name badge and congress bag ticket.)

・ You are required to wear your name badge at all times while in the congress venue.

● Open hours of the registration desk

Location: Lobby Gallery, B1F, Tokyo International Forum

Open dates	Open hours
Oct. 6 (Fri.)	7:30–17:30
Oct. 7 (Sat.)	7:00–17:30
Oct. 8 (Sun.)	7:00–17:00
Oct. 9 (Mon.)	7:00–11:30

Numbered tickets for luncheon seminars

To avoid congestion at the luncheon seminar venue, numbered tickets will be distributed at the ticket distribution desk as shown below.

* Only one ticket is allowed per person. If you wish to participate in a luncheon seminar, you are recommended to visit the ticket distribution desk as early as possible.

* Numbered tickets are available in a limited number and distributed on a first-come, first-served basis.

Note that numbered tickets will become invalid five minutes after the start of the luncheon seminar.

Numbered tickets will not be distributed for morning, afternoon, evening and farewell seminars.

Numbered ticket distribution desk: Lobby Gallery, B1F, Tokyo International Forum

Open dates	Opening time	Closing time
Oct. 6 (Fri.)	7:30	11:50
Oct. 7 (Sat.)	7:00	11:10
Oct. 8 (Sun.)	7:00	11:20

Exhibition

Location: Hall E, B2F, Tokyo International Forum

Dates	Opening time	Closing time
Oct. 6 (Fri.)	9:00	17:30
Oct. 7 (Sat.)	9:00	17:00
Oct. 8 (Sun.)	9:00	17:00

Various services available in the congress venue

● Cloakroom

Dates	Open hours	Location	
Oct. 6 (Fri.)	7:30–18:30*1	Lobby Gallery, B1F, Tokyo International Forum	Foyer, 4F, JP TOWER Hall & Conference
Oct. 7 (Sat.)	7:00–18:30		
Oct. 8 (Sun.)	7:00–18:40		
Oct. 9 (Mon.)	7:00–13:10		

*1 If you participate in the welcome reception, please use the cloakroom on the fifth floor of B Block, which is open from 17:00 to 21:00 on October 6 (Fri.) only.

● Wi-Fi

Tokyo International Forum	All hall lobbies* * Free Wi-Fi is provided by the Tokyo International Forum.
	SSID: tif-free-wifi / Password: None
	Session Rooms and Exhibition Hall
	SSID: 77ringan / Password: tokyo2023
JP TOWER Hall & Conference	Session Rooms and 4F Foyer
	SSID: 77ringan / Password: tokyo2023

● Drink service

From October 6 (Fri.) to 8 (Sun.), a drink corner will offer refreshing drinks in the Exhibition Hall. Breakfast breads and sweets will also be available during certain hours. (Sponsored by the Japan Ophthalmic Instruments Association)

Prohibitions

Audio and video recording and photography is strictly prohibited in the congress venue, except by the official press. However, poster presenters may take photos of themselves with their posters to remember the occasion. Please turn off your mobile phone or set it to silent mode in the congress venue.

● Presentation format

Presentations at the lecture sessions should be made using a PC only.

● Registration of presentation data

Please register your presentation data at the PC Center at least one hour before your presentation. Even if you are going to use your own PC for presentation, you are required to come to the PC Center to check your presentation data.

● PC Center

Open dates	Open hours	Location
Oct. 6 (Fri.)	8:00–17:30	Lobby Gallery, B1F, Tokyo International Forum
Oct. 7 (Sat.)	7:00–17:30	
Oct. 8 (Sun.)	7:00–17:30	
Oct. 9 (Mon.)	7:00–11:00	

* PC Center is expected to be crowded on the first day of the congress. If you are to make a presentation on the second or subsequent day, please register your presentation data at the PC Center after 15:00 on October 6 (Fri.).

● PC for presentation

Each session room is equipped with a PC with Windows 10, PowerPoint 2019, and Full HD (1,920×1,080). The screen size is 16:9.

Please note the following regarding your presentation data.

	Windows	Macintosh
Bring presentation data in a storage medium	✓	✓
Bring your own PC	✓	✓
OS	Windows 10	
Data format	PowerPoint 2013/2016/2019/office365	
Video software	Windows Media Player	

Please note the following when bringing your presentation data in a storage medium:

・Please bring your presentation data saved on a USB flash memory stick.

・While the PC Centers use the latest version of virus protection software to maximize the security, there is still a risk of data being infected by an unknown virus. For this reason, you are required to complete a virus check for your storage medium beforehand to protect the systems of the congress venues against virus infection. You are also required to bring a CD-R or USB flash memory stick containing only your presentation data.

・Please use standard OS fonts, such as MS Mincho, MS Gothic, Times New Roman, and Century.

・If you are using video data in your presentation, you are recommended to bring your own PC for presentation. If, for some unavoidable reason, you choose to bring your presentation data including video data in a storage medium, please make sure that the video can be played in Windows Media Player. Please avoid using a special video codec, and bring your own PC for backup and troubleshooting.

・If your presentation uses linked data (e.g., still images, video, graphs), please save such data

together with the presentation data and ensure that all such data are displayed properly beforehand using a PC other than the PC on which the presentation data were created.

・Please be assured that the presentation data you submitted will be deleted after the congress without fail.

Please note the following when bringing your own PC
・If you are using a Macintosh, please bring your own.

・Only a mini D-sub 15 pin output connector is available for the projector. Please bring a conversion connector if necessary.

・Please bring an AC adapter.

・Please turn off the screensaver or other power-saving mode beforehand.

・Please bring your PC to the operator's seat at the front left side of the session room after making sure that the PC works properly at the PC Center. After your presentation, the PC will be returned to you at the operator's seat.

● Notes on preparing slides
Please prepare your presentation slides based on ophthalmologic knowledge and in a manner that is easy to understand for the audience.
1. Please disclose the Conflict of Interest (COI) status on the second slide.
    Format is available on the website; (https://www.congre.co.jp/77ringan/en/contents/abs.html)
2. Please avoid slides that are densely packed with text.
Such slides are very difficult to read not only for people with low vision, but also for those with normal vision.
(Consideration for people with poor visual acuity or cortical visual impairment.)
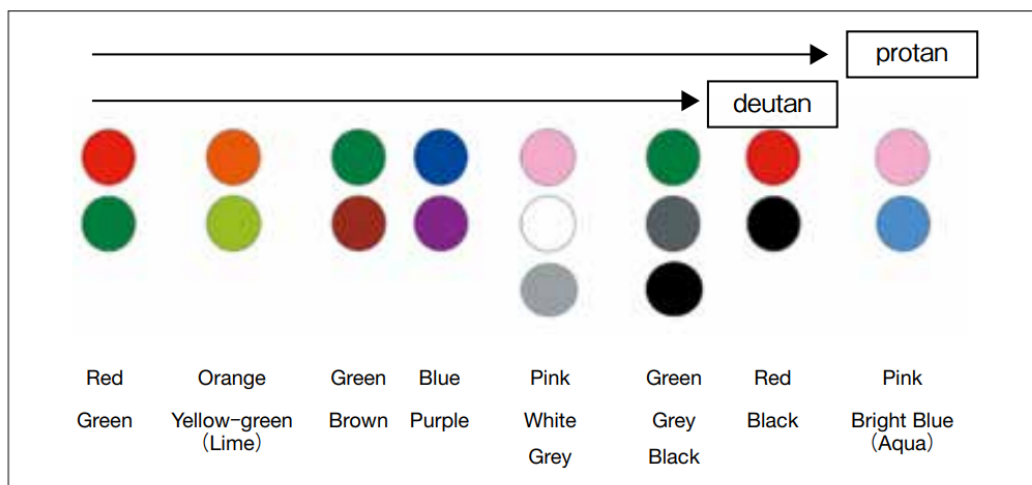3. Please allow enough presentation time for each slide.
Prepare an appropriate number of presentation slides so that each slide stays on the screen long enough for the audience to understand it.
4. Please avoid using too many colors and confusing color combinations in your slides.
1) Avoid using too many colors in one slide. Instead, use contrasting colors for the background and text (e.g., white or yellow letters on a blue or black background).
2) The following color combinations are difficult to distinguish and should be avoided.

Confusing color combinations

Red	Orange	Green	Blue	Pink	Green	Red	Pink
Green	Yellow–green (Lime)	Brown	Purple	White Grey	Grey Black	Black	Bright Blue (Aqua)

● To speakers at Oral Presentations

・You have 7 minutes for presentation and 5 minutes for discussion.

・Please keep within the time limit of 12 minutes including discussion.

● To poster presenters

・In-person presentation by means of a poster

(1) Poster set-up

・Please set up your poster on the board assigned to you in the Poster Room (Hall B7, 7F, Tokyo International Forum) 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 4 minutes for presentation and 2 minutes for discussion.

・Please keep within the time limit of 6 minutes including discussion.

・Please wear the ribbon provided at your poster board.

(3) Removal of poster

・Please remove your poster after the final session without delay. Posters that remain on the board after the final session will be removed and disposed of by the Congress Secretariat.

Dates	Set-up	Presentation	Clean-up
Oct. 6 (Fri.)	9:00–10:00	10:50–12:10/14:10–15:30	
Oct. 7 (Sat.)	—	8:50–10:15/15:50–17:10	
Oct. 8 (Sun.)	—	9:10–10:30/16:00–17:20	17:30–18:30

(4) Guidelines for poster preparation

If you have any questions concerning poster preparation and exhibition, please contact a member of staff at the Poster Room reception desk, situated at the entrance to Hall B7.

・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. →