Guide for Presentations

Conflicts of Interest (COI) Disclosure
- ・All speakers are required to disclose COI within their sessions.
- ・All oral presentations must include a COI disclosure slide at the beginning or 2nd page of their presentations.

*All poster presentations must include COI information at the end of the poster.

■ Oral Presentation

1. To Speakers
■ Time Allocation:
Please be seated at the Next Speaker's Seat in the session room at least 10 minutes prior to your session. For the smooth progress of the session, please follow the chair's directions and strictly keep to the time allocations indicated below.

Physicians:	Presentation 7 min., Discussion 5 min.
Nurses and Allied Health Professionals:	Presentation 7 min., Discussion 3 min.
Other sessions:	Time allocation has been informed to each speaker separately.

■ Languages Used in Sessions

			Slide/Poster	Spoken (Speakers)	Spoken (Q&A/ General Discussions)
Physicians	Symposium	English Session	English	English	English
		Japanese Session	English	Japanese	Japanese
	General	English Session	English	English	English
		Japanese Session	English	Japanese	Japanese
Nurses and Allied Health Professionals	Symposium		Japanese	Japanese	Japanese
	General	Oral	Japanese	Japanese	Japanese
		Poster	Japanese	Japanese	Japanese

■ PC Preview

PC Previews are located at each venue. Please register your presentation slides 60 min before the presentation time. You may go to any PC Previews.

Venue Opening Hours	Sapporo Community Plaza	Grand Mercure Sapporo Odori Park (Previously known as "Royton Sapporo")	Kanamoto Hall	New Otani Inn Sapporo	Sapporo Chamber of Commerce and Industry
	4F Sapporo Cultural Arts Theater hitaru	2F Foyer	2F Meeting Room 3	2F Foyer	8F Foyer
July 25(Thu.)	7：30 ～ 17：00	7：30 ～ 17：00	7：30 ～ 17：00	7：30 ～ 17：00	7：30 ～ 17：00
July 26(Fri.)	7：30 ～ 18：30	7：30 ～ 18：30	7：30 ～ 18：30	7：30 ～ 18：30	7：30 ～ 18：30
July 27 (Sat.)	7：30 ～ 14：00	7：30 ～ 14：00	7：30 ～ 14：00	7：30 ～ 14：00	7：30 ～ 14：00

【NOTE】

・All presentations must be made on a PC using PowerPoint.

・There is one screen and 16:9 or 4:3 slides are available.

・Speakers need to present their own presentations using the mouse and keyboard on the podium.

<For those who bring in presentation data>

・The PC prepared at the venue will be Windows PCs with PowerPoint 2021 installed.

*Office 365 is installed.

・Data in any other format (other software) may cause problems such as garbled characters or no display.

Recommended font: Arial、Arial Black、Arial Narrow、Century、Century Gothic、Courier New、Symbol、Georgia、Times New Roman

・USB flash memory can be used as media.

・Please write your name and presentation number on the media you bring. Please do not include any data other than the data of your presentation on the day of the conference.

・Please check USB flash memory devices in advance with the latest anti-virus software, as there have been cases of virus infection.

・If you are using video, we recommend that you create it in a format that can be played back with Windows Media Player.

・If you are using data created on a Mac, please be sure to bring your own PC (see "For those who bring a laptop computer" below). The PCs provided by the secretariat are equipped with Windows Media Player.

<For those who bring a laptop computer>
・The PC must be running Windows 10 or later, or a Mac with an HDMI output terminal. Since the output terminal standard may differ for flat-screen PCs, please be sure to bring a dedicated adapter for HDMI output.
・Please prepare your presentation data in Microsoft PowerPoint.
・Please confirm in advance that your PC is capable of output to an external display and that video is working.
・If you have videos, please inform the staff at the PC Preview.
・Even if the video is displayed on the LCD screen of the main unit, it may not be displayed on the screen connected to the PC's external output. Please check this beforehand by connecting a monitor or projector to the external output.
・Please disable screensavers and power-saving settings in advance.
・Be sure to bring your own power cord.
・Be sure to bring your USB data as backup data just in case.

2. To Session Chairs and Commentators:

■ Next Chairs and Commentators Seat:

Please be seated at the Next Chairs and Commentators Seat at least 10 min. prior to your session.

*In case you are unable to attend the session for an unavoidable reason, please contact the secretariat at the venue at least 90 min before your session starts.

■ Session Progression:

Chairs are responsible for smooth progress of the session and following the time schedule.

3. To Questioners:

Should you wish to ask a question, please stand by a microphone in the session room.
According to the chair's directions, please say your name and affiliation, and then ask your questions or make comments briefly.

■ Poster Presentation

1. **To Presenters:**

   ■ Set Up / Removal Times

Date	Set Up	Presentation and Discussion	Removal
July 25 (Thu.)	8：00〜9：00	10：40〜11：40	16：00〜17：30
		14：00〜15：00	
July 26 (Fri.)	8：00〜9：00	10：40〜11：40	17：00〜18：00
		15：00〜16：00	
July 27 (Sat.)	8：00〜9：00	10：40〜11：40	14：00〜15：00

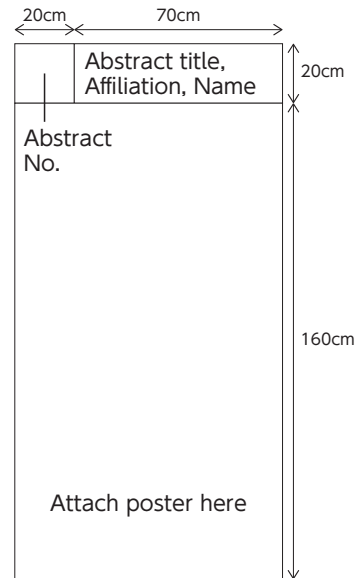   ■ Poster Presentation Area

   3F Ballroom, Grand Mercure Sapporo Odori Park

   ■ Languages Used in Sessions

Category		Poster	Spoken (Speaker)	Spoken (Q&A / General Discussion)
Physicians	English Session	English	English	English
	Japanese Session	English	Japanese	Japanese
Nurses and Allied Health Professionals	Japanese Session	Japanese	Japanese	Japanese

   ■ Preparation of Posters:

   1. A poster number（20cm × 20cm）and pushpins to mount posters will be provided to each presenter. A footstool is available in the Poster Session area.
   2. Adhesive tape and glue are not allowed to use to mount posters.
   3. Graphs and figures should be at least 20 cm size and easy to see from 2 or 3 meters away. Please arrange posters as clearly and concisely as possible.
   4. Please note that posters that have not been removed after removal time will be discarded.

20cm   70cm

Abstract title, Affiliation, Name   20cm

Abstract No.

160cm

Attach poster here

■ Presentation

1. Time allocation: Presentation 5 min., Discussion 2 min. For the smooth progress of the session, please follow the chair's directions and strictly keep to the time allocation.

2. Presenters are requested to be in front of the poster panels no later than 10 min. prior to the session starts.

2. To Session Chairs

■ Chairs' Reception Desk

Please come to the Chairs' Reception Desk at least 10 min. prior to your session.

■ Session progression

Chairs are responsible for smooth progress of the session and following the time schedule.

*In case you are unable to attend the session for unavoidable reason, please contact the Congress Secretariat at the venue at least 90 min before your session starts.

3. To Questioners

According to the chair's directions, please state your name and affiliation, and then ask your questions or make comments briefly.