Invited Sessions: Instruction for Chairpersons and Speakers

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All speakers are requested to make their presentation material in English.
Core Symposia, JCA-AACR Joint Symposia, International Sessions and
Symposia are presented and discussed in English.

For Chairpersons

1. All chairpersons are requested to be seated on the Next Chairpersons Seat in the lecture room, no later than 15 min. prior to the session starts.
2. Session composition is to be controlled by the chairpersons. Chairpersons are asked to ensure all sessions start and finish punctually as scheduled. Additional remarks, discussions and proceedings will be left entirely up to chairpersons' decisions.
3. In case that the previous session finished earlier than scheduled, please wait to commence your session until the scheduled time comes.

For Speakers

1. The presentation schedule is informed by the secretariat prior to the meeting. There will be no timekeeper present. All speakers are asked to keep to the allocated presentation time.
2. Only computer presentations will be available for the oral sessions. No slides or OHP shall be used.
   Please prepare presentation data in English.
3. **The 2nd slide should be the COI disclosure in your presentation**. See the details on the annual meeting website.
4. Audio-Visual Materials
   1) Please save your data either in CD-R or USB memory device, and deliver it to the PC Center. Windows is the only operating system available for the presentations. If you have prepared the presentation data on a Macintosh, you are required to bring your own PC.
      *For those wishing to show a movie, please bring your own personal computer. You are also required to make sure to check that your data has not been infected by any virus in advance by using the latest version of the security software.
   2) Please review your data at the PC Center, and check whether all the data are shown properly.
   3) Even if you use your own PC, you are required to check your presentation data at the PC Center and bring your PC to the operation desk in the session room 30 min. prior to the session starts. Following the conclusion of your session, we will return your PC at the operation desk. Please come to the operation desk promptly to claim your PC.
   4) If you need any assistance with the set-up, please do not hesitate to ask for the assistance at the PC Center.
   5) When you are next one in line to give your presentation, please be seated on the Next Speakers Seat.
5. The PC Center will be open during the following hours. Speakers are requested to present their data at least 45 min. prior to their presentation starts. If your session is the first one in the morning, you are advised to bring your presentation data the day before the session is scheduled.

PC Center
* Foyer of 1F, Pacifico Yokohama Conference Center

Oct. 6 (Thu.)	8:00-18:00
Oct. 7 (Fri.)	7:30-18:00
Oct. 8 (Sat.)	7:30-16:00

English Oral Sessions, Japanese Oral Sessions:
Instruction for Chairpersons and Speakers

All speakers including speakers in Japanese Oral Sessions are required to make their presentation data in English.

Official Language for English Oral Sessions is English.

Official Language for JCA-JSP Joint Symposia, Symposia on Specific Tumors, Japanese Oral sessions is Japanese.

For Chairpersons

1. Chairpersons are requested to be seated on the Next Chairpersons Seat in the lecture room, no later than 15 min. prior to the session starts.
2. There is no announcement to call attention to start the session. Session composition is to be controlled by the chairpersons. Chairpersons are asked to ensure all sessions start and finish punctually as scheduled (Presentation 8 min. Q&A 4 min.). Additional remarks, discussions and proceedings will be left entirely up to chairpersons' decisions.
3. In case that the previous session finished earlier than scheduled, please wait to commence your session until the scheduled time comes.

For Speakers

1. For each speaker, the allocated time of the speech is 8 min., followed by 4 min. discussion. The timekeeper will show a yellow lamp on 7 min. and a red lamp on 8 min. All speakers are asked to keep the allocated presentation time.
2. Only computer presentations will be available for the oral sessions. No slides or OHP shall be used.
   Please prepare presentation data in English.
3. **The 2nd slide should be the COI disclosure in your presentation**. See the details on the annual meeting website.
4. Audio-Visual Materials
   1) Please save your data either in CD-R or USB memory device, and deliver it to the PC Center. Windows is the only operating system available for the presentations. If you have prepared the presentation data on a Macintosh, you are required to bring your own PC.
      *For those wishing to show a movie, please bring your own personal computer. You are also required to make sure to check that your data has not been infected by any virus in advance by using the latest version of the security software.
   2) Please submit your data at the PC Center, and check whether all the data are shown properly.
   3) Even if you use your own PC, you are required to check your presentation data at the PC Center and bring your PC to the operation desk in the session room 30 min. prior to the session starts. Following the conclusion of your session, we will return your PC at the operation desk. Please come to the operation desk promptly to claim your PC.
   4) If you need any assistance with the set-up, please do not hesitate to ask for the assistance at the PC Center.
   5) When you are next one in line to give your presentation, please be seated on the Next Speakers Seat.
5. The PC Center will be open during the following hours. Speakers are requested to present their data at least 45 min. prior to their presentation starts. If your session is the first one in the morning, you are advised to bring your presentation data the day before the session is scheduled.

PC Center
* Foyer of 1F, Pacifico Yokohama Conference Center

Oct. 6 (Thu.)	8:00-18:00
Oct. 7 (Fri.)	7:30-18:00
Oct. 8 (Sat.)	7:30-16:00

Poster Sessions: Instruction for Chairpersons and Presenters

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Day 1, Oct. 6 (Thu.)	8:30~10:00	10:00~15:50	15:50~16:35	16:35~17:20	17:20~17:50
Day 2, Oct. 7 (Fri.)	8:30~10:00	10:00~15:50	15:50~16:35	16:35~17:20	17:20~17:50
Day 3, Oct. 8 (Sat.)	8:30~10:00	10:00~16:30	16:30~17:15	17:15~18:00	18:00~18:30

For Chairpersons

1. The Poster Presentation Area is grouped according to the abstract category. Poster sessions are divided into 2 (the 1st half and the 2nd half) by their poster number.
2. Chairpersons are requested to get a yellow ribbon at the Poster Reception Desk, no later than 15 min. prior to the session starts.
   Poster Reception Desk
   Exhibition Hall A·B Foyer, 1F, Pacifico Yokohama
3. Chairpersons of the 1st half session are requested to be in front of the poster panels no later than 5 min. prior to the session starts.
4. Chairpersons of the 2nd half session are requested to be in front of the poster panels no later than 5 min. prior to the session starts. In case of early completion of the 1st half, please wait to commence your session until the specified starting time on the program.
5. Each presentation has 4 min. to present followed by 2 min. discussion. Session schedule should be controlled and managed by the chairpersons.
6. Please return the ribbon to the Poster Reception Desk when your session finished.
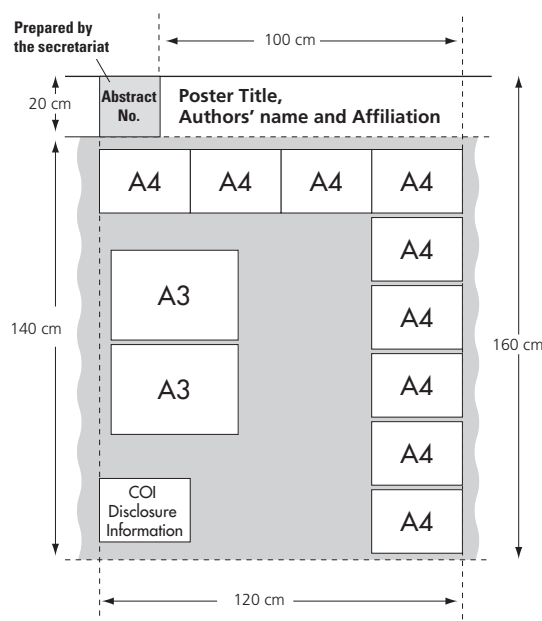
For Speakers

1. Posters will be replaced every day for the next poster presentations.
2. **Please prepare presentation materials (posters) in English.**
3. **The poster should contain the COI disclosure statement.** See the details on the annual meeting website.
4. A red ribbon for the presenters and pins for placing the posters are attached on the panel.
5. Chairpersons are assigned for every Poster Sessions. Each presentation has 4 min. to present followed by 2 min. discussion. All the speakers are asked to keep to the allocated time.
6. Presenters are requested to be in front of the poster panels no later than 5 min. prior to the session starts.
7. Please check the Poster Session Area on this program to find the location of your assigned poster board. Presenters are requested to mount their posters on the assigned board.
   Poster panels are 160 cm high x 120 cm wide. Please refer to the diagram, and use large-sized characters for easy reading.
   20 cm high x 100 cm wide of the upper part of the panel will be used for labeling your Poster Title, Affiliation, and the authors' names, which should be prepared by presenters.
8. Please remove your poster when your session finished.
   Poster removal: Oct. 6 (Thu.) 17:20-17:50
   Oct.7 (Fri.) 17:20-17:50
   Oct.8 (Sat.) 18:00-18:30
9. Any posters remaining on the panels after the removal time will be discarded by the secretariat.

A4 size : 4×6=24
A3 size : 2×4=8

Guidelines for Computer Presentations

All the oral presentations are to be made on the PC, and all the speakers are requested to make their presentation data in English.

Please save your presentation data following the guidelines below, and save either on a CD-R, or on a USB flash drive. Windows is the only operating system available for the presentations. If you have prepared the presentation data on a Macintosh, you are advised to bring your own PC.

For smooth progression of the sessions, speakers are requested to follow the guidelines.

- If you have prepared the presentation data on a Macintosh, you are advised to bring your own computer.
- 75th Annual Meeting of the Japanese Cancer Association will not be responsible for any troubles caused by the operation or actions that do not follow the guidelines.

For speakers bring their own presentation data

OS and Applications
OS: Windows 7
Applications: PowerPoint 2007 / 2010 / 2013

Monitor Size (Resolution)
XGA (1024 x 768) *Please check in advance that all the data appear properly under the specified conditions.

Backup Data
Please bring backup data to the meeting site if at all possible.

Font
Please use default-setting fonts of Windows 7.

Data Volume
Invited Sessions: maximum 50 MB
Oral Sessions: maximum 30 MB
Please write file names in the following manner:
"Abstract number_ Speaker's name.ppt"

Movies
For those who wish to show a movie, it is recommended to bring their own PC to run the presentation slide.

Movies should be prepared in Windows Media Player for Windows users and QuickTime Movie for Macintosh users.

Movie data should be saved in the same folder as your presentation data.

- Note for video files
  For Windows users, please bring a video file that can be played using a codec that can operate on an 7 operating system and Windows Media Player 10 in their default settings (video files are recommended to be WMV formatted).
  For Macintosh users, please bring a video that can be played using a codec that can be operate on an X operating system and QuickTime Player in their default settings (video files are recommended to be MPEG-1).

Audio
Sound function will be available.
Please notify the PC Center staff that your presentation data contains audio files.

Presentation in the session rooms
An LCD monitor, a keyboard and a mouse are available on the podium. When you come up to the stage, your first slide will be projected on the screen automatically. Any following operations must be self-operated by the speaker.
For those who wish to have an operator for PC handlings, please ask for it at PC Center.

Data Deletion
All data saved into the server will be completely deleted upon the completion of Annual Meeting.

For Speakers bringing their own PC
Even if you use your own PC, you are required to check your presentation data at the PC Center and bring your PC to the operation desk in the session room 30 min. prior to the session starts.

- ** Please bring an AC adapter for your PC.
- ** For PC with different pin types, please make sure to bring a converting cable to D-sub 15 pins type.
- ** Please prepare backup data either with CD-R or USB flash drive.
- ** Your laptop computer should be newer version than Windows 7 and Macintosh OSX 10.5.
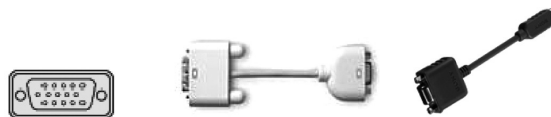
15 pin Mini D-sub   Examples of external connector attachments

Inquiries
For any inquiries, please contact the secretariat:
jca2016@congre.co.jp