# Instructions for Oral Presentations

## ■ For Chairpersons

- Chairpersons are requested to take their seats at the front-right row of each session room at least 15 minutes before the session starts.
- Chairpersons are asked to stay within the time allotted for the session and each presentation.
- During the Q&A period, please ask people with questions and/or comments to stand in line by the microphone in advance.
- If you are unable to serve as Chairperson due to an unexpected development, please make sure you contact the Secretariat Headquarters (Congress Secretariat Office, 1F, Kobe International Exhibition Hall, Hall No. 1) at least 30 minutes before the start of the session and let us know who has agreed to chair the session in your stead.

## ■ For Presenters

**Request for uploading slide data in advance:**
Oral presenters are required to submit their presentation slide data in advance via the slide uploading system provided on the official website of the meeting. Method of how to register your presentation data will be informed individually.

- All oral presentations must be made on a PC using a Windows operating system (single screen only).
- Screen ratio: 16:9 (recommended).
- Please keep the following points in mind when preparing your presentation data.
  1) Please include one slide for your conclusion.
  2) If your presentation pertains to a research performed jointly with, or is supported by the private sector, please disclose this in your slides.
  3) Regardless of the language used for presentation, please prepare your presentation data in English (excludes some sessions).

## 【Disclosure of Conflict of Interest (COI)】

Oral presenters are required to disclose any conflicts of interest. Please review "The Japanese Circulation Society Regulations Concerning Conflict of Interest Policy in Clinical Research" available at http://www.j-circ.or.jp/coi/coi_slide_eng.ppt, and use the COI Disclosure template provided by email or similar formats to present this information on the second slide (after the title slide) of your presentation.





## 【File Management】

- Presentation files must be in Windows PowerPoint 2010/2013/2016/2019.
- To avoid display problems with your presentation, use only standard OS fonts such as Times New Roman, Arial, **Arial Black**, Arial Narrow, Century, Century Gothic, Courier, Courier New or Georgia.
- The title of your presentation file should be "your presentation number + your name". (e.g.: OE01-1 John Smith).

- There is no limit on the size of your presentation file. However, if the size of your presentation file exceeds 500MB, please bring your own PC.
- You can use audio or video in your presentation. If you use video which is encoded with a specific codec in your presentation, we recommend you bring your own PC. We also recommend any video data to be in WMV or MP4 format which can be played on Windows Media Player 11.
- All data files should be in one folder, including any reference files such as video files.
- If your presentation file is made using Macintosh, please bring your own laptop with a VGA adapter or a HDMI adapter. (recommend genuine product or products with Apple MFI Certification)

## 【Speaker Ready Room】

- The Speaker Ready Room will be open on the following days and times during the meeting period. However, it is only for replacement or bringing own laptop. Please note that all oral presenters are required to submit their presentation slide data in advance via the slide uploading system provided on the official website of the meeting.
  Opening Hours:

| | Day 1, Mar 8 (Fri) | Day 2, Mar 9 (Sat) | Day 3, Mar 10 (Sun) |
|---|---|---|---|
| Speaker Ready Room 1<br>1F, Foyer of Ohwada, South Bldg., Kobe Portopia Hotel | 7:30-18:00 | 6:45-17:20 | 6:45-15:30 |
| Speaker Ready Room 2<br>1F, Lobby, Kobe International Exhibition Hall, Hall No. 2 | | | |
| Speaker Ready Room 3<br>3F, Lobby, Kobe International Conference Center | | 7:00-17:20 | 7:00-15:30 |

- The following types of media will be accepted.
  USB flash memory drive/CD-R (please bring backup media).
- When writing onto a CD-R, use only the hybrid format (ISO 9660), as using special functions such as "Packet Write" may cause problems with data display.
- To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.
- After saving your presentation file on the appropriate medium, do a test run on another PC to make sure it works normally.
- Any copies of your presentation data which the Secretariat has received will be deleted after the meeting.
- If you have any inquiries on the above, please contact the Secretariat (at Congrés Inc.).
  E-mail: jcs2024@congre.co.jp

## 【Points to Note when Presenting】

- Please be seated at the front-left row of session room at least 15 minutes before the session starts.
- A mouse and keypad are available on the podium table for your use.
- At 1 minute before the end of your presentation, a yellow warning light will appear, and at the end of the presentation time the light will turn red.
- The "Presenter View" is not available. If you prepare a speech text, please print it out in advance.

### Presenters for the Featured Research Session and Oral Presentation:

- Each presentation in the Featured Research Session should be completed within 15 minutes (10 minutes for presentation and 5 minutes for questions and answers).
- Each presentation in the Oral Presentation for regular abstract and in Case Report Session should be completed within 10 minutes (7 minutes for presentation and 3 minutes for questions and answers).

### Presenters for the Late Breaking Sessions:

- Each presentation in the Late Breaking Clinical Trials (LBCT) and the Late Breaking Cohort Studies (LBCS) should be completed within 15 minutes (12 minutes for presentation and 3 minutes for Q&A).
- Presentation time for Discussant of the Late Breaking Clinical Trials (LBCT) should be completed within 5 minutes.

**Presenters for other sessions:**
- Detailed information about your session will be announced before the meeting.
- Please keep the presentation within the time limit that has been suggested to the presenters.

# Instructions for Poster Presentations

**Venues:**

1F, Kobe International Exhibition Hall, Halls No. 2 and No. 3

**For Chairperson:**

- A two-chairpersons system will be used.
- Please receive a chair's ribbon at the Poster Session Registration Desk.
- Each presenter will give their presentation in front of their poster panel.
- Please arrive at the Poster Session Registration Desk 10 minutes before the scheduled session time and receive a chairperson's ribbon.
- Presentation time is 10 minutes (7 minutes for the presentation and 3 minutes for discussion). Please adhere strictly to the scheduled order.
- If, due to unforeseen circumstances, you are unable to fulfil the role of chairperson, please find someone to take your place, and inform the Secretariat of it at least 30 minutes before the beginning of your session.
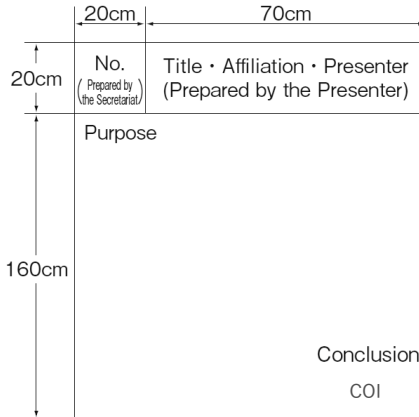
**For Poster Presenters:**

- Please wear a presenter's ribbon which is on your poster panel during your presentation and stand in front of your poster panel 10 minutes before the scheduled start time of your presentation.
- Posters will be displayed only for the day, when the session is held.
- Posting and removal times are scheduled as below. Please note that any posters remaining over the removal time will be disposed of by the Secretariat.
- The Chairperson will facilitate the presentations and discussions during the poster session.
- Presentation time is 10 minutes: 7 minutes for the presentation and 3 minutes for discussion.

| Date | Posting | Presentation/Discussion | Removal |
|------|---------|-------------------------|---------|
| Mar 8 (Fri) | 8:00-11:00 | 9:45-10:45<br>15:15-16:15 | 18:00-19:00 |
| Mar 9 (Sat) | 7:30-8:30 | 9:35-10:35<br>15:15-16:15 | 17:30-18:30 |
| Mar 10 (Sun) | 7:30-8:30 | 9:35-10:35<br>14:50-15:40 | 16:00-17:00 |

**Poster Panel Instruction:**

- The size of panel is 180 cm × 90 cm. The presentation number will be preliminarily provided on the board. Please refer to the sample below. The presenter must prepare the title for the panel.

```
        |  20cm  |            70cm
        |        |
        |  No.   |  Title・Affiliation・Presenter
 20cm   |(Prepared by|  (Prepared by the Presenter)
        |the Secretariat)|
        |        
        |  Purpose
        |
        |
160cm   |
        |
        |
        |                          Conclusion
        |                              COI
```

- We suggest that text and diagrams be arranged appropriately so that the poster is legible from a distance. Please state clearly the presentation's objective, methods, results, and conclusion. The objective should be positioned at the upper left and the conclusion at the lower right of the poster.
- Regardless of the language of your presentation, please make sure the poster should be made in English (except for the Team Medical Care Session).
- If your project was performed jointly with, or received support from the private sector, please disclose this in your poster.

**Disclosure of Conflict of Interest (COI):**

- Please report any conflict of interest (COI). The Japanese Circulation Society (JCS) is currently running a disclosure of COI.
- Delegates who will be participating in the Poster Presentations are requested to review "The Japanese Circulation Society Regulations Concerning Conflict of Interest Policy in Clinical Research" http://www.j-circ.or.jp/coi/coi_poster_eng.ppt
- Delegates are requested to use the formats below (or similar), which are downloadable from the JCS website to declare COI inserting COI disclosures at the end of the poster.

Disclose COI status at the end of the poster
when giving a presentation at academic meetings.
Form 1-B    How to Disclose COI status

**The authors have no financial conflicts of interest to disclose concerning the presentation.**

or

**COI Disclosure of First Author**
①Consultation fees:          none
②stock ownership/profit:     none
③patent fees:                none
④remuneration for lecture:   none
⑤manuscript fees:            ○○pharmaceutical company
⑥trust research/joint research funds:  ○○pharmaceutical company
⑦scholarship fund:  ○○pharmaceutical company
⑧Affiliation with Endowed Department:   yes (○○pharmaceuticals)
⑨Other remuneration such as gifts:   none

If "yes", give the name of company/organization past three years. There is no need to disclose the amount.