

Instructions for Oral Presentations

■ For Chairs

- Chairs are requested to take their seats at the front-right row of each session room at least 15 minutes before the session starts.
- Chairs are asked to stay within the time allotted for the session and each presentation.
- During the Q&A period, please ask those with questions or comments to line up at the microphone in advance.
- If you are unable to serve as Chair due to an unforeseen circumstances, please notify the Congress Secretariat (405+406, 4F, Fukuoka International Convention Center) at least 30 minutes before the start of the session and let us know who will be chairing the session in your place.

■ 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 on the official website.

- 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 “The Japanese Circulation Society Bylaws Concerning the Policy of Conflict of Interest in Medical Research” and include a COI disclosure slide in your presentation, immediately following the title slide.

<The Japanese Circulation Society Bylaws Concerning the Policy of Conflict of Interest in Medical Research>

https://www.j-circ.or.jp/cms/wp-content/uploads/2023/01/english_saisoku_shishin_coi_Medical_Research_20211203.pdf

The slide template is available at

<https://www.congre.co.jp/jcs2026/en/accepted.html>

Please use the sample slide format to disclose COI status
Use Form 1-B
when there are no conflicts of interest to disclose
when giving a presentation at an academic meeting



The Japanese Circulation Society
COI Disclosure
Name of Authors:

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

Please use the sample slide format to disclose COI status
Use Form 1-A
when there are no conflicts of interest to disclose
when giving a presentation at an academic meeting



The Japanese Circulation Society
COI Disclosure
Name of Authors:

Use Form 1-A when you have conflicts of interest to disclose concerning a presentation.
Give the name of commercial entity involved.

① Consultation fees: none
② Stock ownership/profit: none
③ Patient fees: none
④ Remuneration for lectures: none
⑤ Manuscript fees: Pharmaceutical company
⑥ Grant research/plate research funds: Pharmaceutical company
⑦ Scholarship fund: Pharmaceutical company
⑧ Affiliation with Endowed Department: (Pharmaceuticals)
⑨ Other remuneration such as gifts: none

[File Management]

- Presentation files must be in Windows PowerPoint 2021 (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, March 20 (Fri)	Day 2, March 21 (Sat)	Day 3, March 22 (Sun)
Speaker Ready Room 1 Lobby, 2F, Fukuoka International Congress Center	7:00-18:00	6:45-17:30	7:00-16:00
Speaker Ready Room 2 Chikushi, 2F, Fukuoka Sunpalace			
Speaker Ready Room 3 Lobby, 2F, Marine Messe Fukuoka Hall A			
Speaker Ready Room 4 Lobby, 1F, Marine Messe Fukuoka Hall B			

- 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 Congrès Inc.).
Email: jcs2026@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), Cohort Studies (LBCT) and Basic Research (LBCT) should be completed within 15 minutes (12 minutes for presentation and 3 minutes for Q&A).
- Presentation time for Discussion 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:

Marine Messe Fukuoka Hall A & B

For Chairs:

- A two-chairs 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 chair'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 notify the Congress Secretariat at least 30 minutes before the beginning of your session.

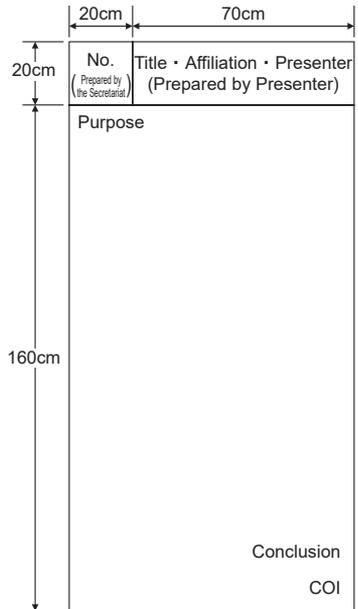
For Poster Presenters:

- 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.

Dates	Posting	Presentation/Discussion	Removal
March 20 (Fri)	8:00 - 11:00	15:20 - 16:20	16:30 - 17:30
March 21 (Sat)	7:30 - 9:30	9:40 - 10:40 15:05 - 16:05	16:20 - 17:20
March 22 (Sun)	7:30 - 9:20	9:35 - 10:35 14:50 - 15:50	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 on the right. The presenter must prepare the title for the panel.
- 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):

Delegates participating in the Poster Presentations are requested to review the “The Japanese Circulation Society Bylaws Concerning the Policy of Conflict of Interest in Medical Research” and display their COI disclosures at the end of the poster.

<The Japanese Circulation Society Bylaws Concerning the Policy of Conflict of Interest in Medical Research>

https://www.j-circ.or.jp/cms/wp-content/uploads/2023/01/english_saisoku_shishin_coi_Medical_Research_20211203.pdf

The template is available at

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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

<input type="checkbox"/> Consultation fees: none	If "yes", give the name of company/organization and three years. There is no need to disclose the amount.
<input type="checkbox"/> Stock ownership/profit: none	
<input type="checkbox"/> Grant fees: none	
<input type="checkbox"/> Remuneration for lecture: none	
<input type="checkbox"/> Manuscript fees: <input type="checkbox"/> pharmaceutical company	
<input type="checkbox"/> Trust research/other research funds: <input type="checkbox"/> pharmaceutical company	
<input type="checkbox"/> Affiliation with Endowed Department: yes <input type="checkbox"/> pharmaceuticals	
<input type="checkbox"/> Other remuneration such as gifts: none	