

Instructions for Moderators

[Moderators of Sessions Other Than the Free Paper (e-Poster) Sessions]

Please be seated in the “Next Moderators’ Seat” 15 minutes before the session starts.

[Moderators in the Free Paper (e-Poster) Sessions]

Please be seated at Moderator’s seat located in front of the screen at your session booth 15 minutes before the session starts.

Instructions for Speakers

Presentation Length

*All presenters are asked to keep to the allocated time.

Session	Presentation Time	Q&A	Presentation Language & Slides
Except for the following Sessions	As informed in advance		English
Requested Oral	4 minutes	2 minutes	English
Free Paper (e-Poster)			
Sponsored Seminars	Varies depending on the seminar		English

[At the Meeting]

- All speakers are required to visit the Speaker Ready Desk to submit and check their presentation data at least 30 minutes before the session starts.
 - *Please be assured that the Management Secretariat will completely delete the submitted data after the session.
- The next speaker is requested to be seated in the “Next Speakers’ Seat” at least 15 minutes prior to the presentation.
- Presenter View can be used.
- When you come up to the stage, your first slide will be projected on the screen automatically. Any following operations must be operated by the speaker.
 - If you require assistance with PC operation, please inform the staff in advance.
- JSHPBS2026 will not be responsible for any troubles caused by the operation or actions that do not follow the guidelines.

[Preparing Presentation Materials]

- Please disclose any financial relationships with commercial entities by placing a COI disclosure slide at the beginning of your presentation. If there is nothing to disclose, please include a slide stating “Nothing to disclose.”
- Only computer presentations will be available.
- Please name your presentation file as follows: “Presentation Number_Speaker’s Name”
- All session rooms are equipped with PC installed with Windows 11 and Microsoft PowerPoint 365. Please use them to prepare your presentation deck.
- Slides are recommended to be in widescreen (16:9) format.

- Presentation data must be prepared in English using the default fonts of Windows 11.
- Please also bring backup data on a USB flash drive.
- Please make sure your data has been checked with updated antivirus software in advance.
- For those who wish to show a movie, it is recommended to bring your laptop to run the presentation slide. Movies should be prepared in the 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.
- Sound functions will be available. Please inform the Speaker Ready Desk staff that your presentation data contains audio files.

[For Presenters Bringing the Presentation Data (USB Flash Drive)]

- Bring your presentation data on a USB flash drive to the Speaker Ready Desk.
- Please check the layout of your presentation slides at the Speaker Ready Desk.

[For Presenters who will be Bringing Your Own Laptop]

- If you have prepared the presentation data on a Macintosh or includes a movie, please bring your own laptop with an HDMI adapter and AC adapter.
- All energy-conserving functions such as power-saving setting should be disabled on PCs to be used in the presentation.
*For those wishing to show a movie, please bring your own laptop and AC adapter.
- After checking your data at the Speaker Ready Desk, please bring your laptop to the Operation Desk in your room at least 15 minutes prior to the presentation.
We will return your laptop at the Operation Desk after your presentation.

Notes for Free Paper (e-Poster) Presenters:

- Please note that video files in presentation slides and the use of personal laptop computers are not permitted for e-Poster presentations.
- Presentation data will not be collected in advance by e-mail or any other means.
- Presenters are requested to be at their assigned booth at least 15 minutes prior to the start of the session.