

[JSHCT2018 -Guideline for Presenters]

1. Concerning Conflicts of Interest

All speakers must disclose any COI (Conflict of Interest) on the second slide of the presentations.

2. Registration

- **Registration hours @ Royton B1F:**

Feb 1 (Thu)	13:30-18:30
Feb 2 (Fri)	8:00-18:00
Feb 3 (Sat)	7:30-15:00

- **Registration hours @ Sapporo Educational and Cultural Hall @ 1F:**

Feb 2 (Fri)	8:00-18:30
Feb 3 (Sat)	7:30-15:00

- **Registration fee:**

Member (Doctors, exhibitors)	15000 yen
Member (Nurses, HCTC, other medical staff)	10000 yen
Non-member (Doctors, exhibitors)	20000 yen
Non-member (Nurses, HCTC, other medical staff)	12000 yen
Students	2000 yen
Program book	2000 yen / each

- **Registration fee for Gala Dinner/ February 2nd:** 3000 yen

3. PC Center

1. You may find PC Center/s at each venue.
2. Please confirm which venue your presentation will be held at, and make a stop by to submit your data 40 mins before your presentation time.
3. You may bring your own lap-top. PC preview is mandatory.
4. Please note that we can not send/ receive datas venue to venue.

<OPEN Hours/ Places>

Royton Sapporo Hotel 2F Foyer :

Date	OPEN Hour /Place
February 1 st (Thu)	13:30~18:30 (2F Foyer)
February 2 nd (Fri)	8:00~18:00 (2F Foyer)
February 3 rd (Sat)	7:30~14:00 (2F Foyer)

Hotel Sapporo Geibunkan 3F Foyer :

Date	OPEN Hour /Place
February 2 nd (Fri)	8:00~18:00 (3F Foyer)
February 3 rd (Sat)	8:00~14:00 (3F Foyer)

Sapporo Education and Culture Hall 1F Foyer:

Date	OPEN Hour /Place
February 2 nd (Fri)	8:00~18:00 (1F Foyer)
February 3 rd (Sat)	8:00~11:00 (1F Foyer)

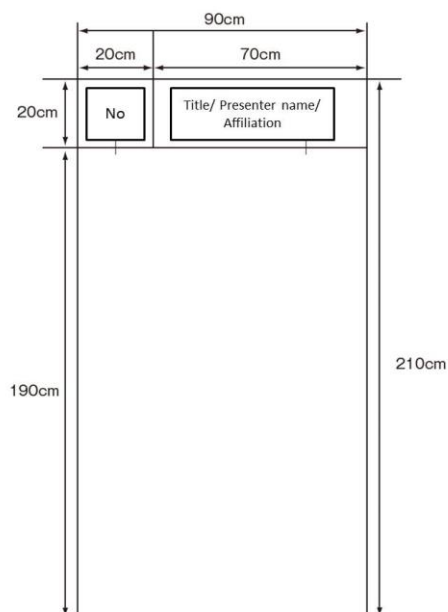
- Please make sure you have backup data in case of any issues.
- If you are bringing USB flash memory stick, please allow operator to download/copy to server. The secretariat will take responsibility to delete the data after the meeting.
- If video data is included in your presentation, we highly recommend you to bring your own laptop.
- Please check your data with Virus Scanner in advance.

[Precautions on Personal Computer]

1. All equipment is compliant for Windows 10. Windows PowerPoint 2007/2010/2013/2016 is acceptable.*Please note that it is not compatible with Macintosh. Macintosh users are required to bring your own laptop.
2. For Macintosh users, we will prepare a number of output connectors “Mini D-sub 15 pin.” If other types of connector are required, please bring it to the session.
3. The resolution is XGA (1024 x 768) .

4. Poster Presentation

1. The required poster size is 90 cm width × 190 cm height. Please also prepare the Title, Presenter’s name and Affiliation in 70 cm width × 20 cm height.
Poster number and pins for placing the posters are prepared on the board.
Please structure your presentation with Background, Methods, Results, Conclusion.
Please devise font size and layout to be seen from a distance and also avoid writing too much on the lower part of the poster for the convenience of audience.
Please set up and remove your poster on the scheduled time below.



2. Conflict of Interest (COI) Disclosure in your presentation
We ask all presenters to disclose their Conflict of Interest.
Please be reminded that all presenters, regardless of having or not having COI, must include this information in their presentation. We thank you for your understanding and cooperation.
※For poster presenters, please display COI on the lower part of the poster.
3. The venue for the poster presentation is located at Sapporo Education and Culture Hall 3F/ 4F.
4. The presentation time is 6 minutes total; 4 minutes for your presentation and 2 minutes for question time. Please wait in front of your poster 15 minutes before the session start time.

Poster Schedule

	February 2 nd (Fri), 2018	February 3 rd (Sat), 2018
Poster Set-up Time	8:30~10:00	9:00~10:30
Poster Viewing Time	10:00~18:10	10:30~15:00
Poster Removal Time	19:10~20:10	15:30~16:30

5. Please confirm the allotted time/date for your poster display.
It is presenter's responsibility to set up and remove the poster on your own.
All remained posters after the poster removal time will be disposed.

For Inquiries please contact:

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Secretariat of the 40th Annual Meeting of the Japan Society
for Hematopoietic Cell Transplantation

c/o Congress Corporation

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