

Information for Session Chairs and Speakers

Oral Presentation

1. To session chairs who participate in-person

- Please be seated in the “Standby Seat” at the front right of the session room at least 15 minutes before the start of the session.
- Please finish the session on time.

2. To speakers who participate in-person

- Please register your presentation data at the PC Center at least 60 minutes before the session.
- Please be seated in the “Standby Seat” at the front left of the session room at least 15 minutes before the start of the session.
- Please finish your presentation on time.
- Please disclose your Conflict of Interest (COI) or state you have no COI. Please read the “Conflict of Interest” page of the JSIR & ISIR 2025 website and declare your COI status on the second slide of your presentation (following the title slide).

3. To speakers who participate online

- Please enter the Zoom room by clicking the URL that will be sent to you later at least 45 to 60 minutes before the start of the session. We will brief you on how to make a presentation in the Zoom session.
- Please finish your presentation on time.
- Please disclose your Conflict of Interest (COI) or state you have no COI. Please read the “Conflict of Interest” page of the JSIR & ISIR 2025 website and declare your COI status on the second slide of your presentation (following the title slide).

Language and duration of presentation and Q&A

Session	Language of slides	Language of presentation and Q&A	Duration of presentation and Q&A
Designated Session	Please refer to the email sent by the Congress Secretariat.		
Featured Abstract	English	English	10 min. (8 min. for presentation and 2 min. for Q&A)
Scientific Session (Oral)	English	English or Japanese	8 min. (6 min. for presentation and 2 min. for Q&A)

* The yellow lamp will turn on when you have one minute to go, and the red lamp will turn on when your time is up. Please finish your presentation on time. We would appreciate your cooperation to ensure smooth operation of the session.

* The first slide will be projected when you get to the podium. Please forward the slides after that by yourself using the monitor, keypad (next / back) and mouse provided on the podium.

Registration of Presentation Data at PC Center

In-person presenters are required to preview and register presentation data at least 60 minutes before the start of the session (or in case of an early morning session, at least 30 minutes before the start of the session) as shown below.

Location of PC Center: 5F Main Hall Foyer

Data registration hours:

May 29 (Thursday): 8:00 – 18:00

May 30 (Friday): 7:30 – 17:00

May 31 (Saturday): 7:30 – 16:00

- Only a PC can be used for oral presentations (one-screen display). Please prepare presentation data using PowerPoint.
- If you prepare presentation data on a Windows PC, please save the data on a CD-R or USB memory device and bring it to the PC Center.
- If your presentation data includes video, and/or if you prepare presentation data on a Macintosh PC, please bring your own laptop.
- The PCs available on-site run Windows 11, and support PowerPoint 2021.
- If you bring your own laptop, please make sure that it has a HDMI or D-sub 15-pin output.
- If your laptop does not have a HDMI or D-sub 15-pin output, please bring a conversion adapter for connection between the PC and projector.



- Please bring a power adapter in case the battery runs out while you are making a presentation or preparing for the presentation.
- Please design your presentation slides with a 16:9 aspect ratio. (While slides made with the standard 4:3 aspect ratio can be projected, note that they will not fill the entire screen when streamed on the website.)
- You cannot use PowerPoint's Presenter View mode. If you need a transcript for your presentation, please prepare it separately.
- Please disclose your Conflict of Interest (COI) or state you have no COI. Please read the "Conflict of Interest" page of the JSIR & ISIR 2025 website and declare your COI status on the second slide of your presentation (following the title slide).

Post-event on-demand streaming

After JSIR & ISIR 2025 is over, its sessions will be made available for viewing via on-demand streaming from June 18 (Wed.) to July 16 (Wed.), 2025

Poster Presentation

Digital poster presentations will be held at the on-site venue. Additionally, presentation data will be available for viewing on the streaming site during the conference period.

Venue: 5F Meeting Room-1

Schedule

Date	Poster presentation
May 29 (Thursday)	—
May 30 (Friday)	9:30 – 16:17
May 31 (Saturday)	9:30 – 14:30

- For details about the poster presentation in each session, including presentation time, please refer to the Timetable or email sent by the Congress Secretariat.

1. To poster session chairs

- Please come to the session room before the session starts.

2. To poster presenters

- Please come to the session room before the session starts.
- Please finish your presentation on time.
- Please disclose your Conflict of Interest (COI) or state you have no COI. Please read the “Conflict of Interest” page of the JSIR & ISIR 2025 website and declare your COI status in the second slide your presentation (following the title slide)

Language and duration of poster presentation and Q&A

Session	Poster language	Language of presentation and Q&A	Duration of presentation and Q&A
Scientific Session (Poster)	English	English or Japanese	6 min. (4 min. for presentation and 2 min. for Q&A)

Conflict of Interest

At JSIR & ISIR 2025, all presenters are required to disclose their Conflict of Interest (COI) status. For Guidelines and Bylaws on COI, please refer to the official website of JSIR (<https://www.jsir.or.jp/kaiin/rieki/>).

You can download the form necessary for disclosure of COI from this website.

COI disclosure on the day of JSIR & ISIR 2025

Please include the COI disclosure in the second slide your presentation (following the title slide)

Submission of Self-Reporting on COI

The lead speaker and primary investigator of the clinical study who have a COI with respect to the presentation are required to download “Self-Reporting on COI of Researcher” from the official website of JSIR & ISIR 2025 (<https://www.congre.co.jp/jsir2025/en/coi/index.html>), fill it in, and send it by e-mail to the Congress Secretariat < jsir2025-abs@congre.co.jp > .

If there is no COI to disclose, it is not necessary to send the report.