Speaker Information

The 64th Annual Meeting of the Japanese Society of Nuclear Medicine and the 44th Annual Meeting of the Japanese Society of Nuclear Medicine Technology will be held in a hybrid format with on-site and online components.

In principle, speakers are requested to present onsite. Speakers who are unable to come to the venue are requested to contact the secretariat.

Please note, on-demand streaming of Oral Presentations will not be available during or after the conference.

Oral presenters

・Presentation time length are as follows.

　Designated Program: Presentation time length will be informed individually from the congress secretariat.

　Oral Presentations: Total 10 min (7 min. presentation and 3 min. discussion.)

　* There will be no poster presentations.

　* There is no limit to the number of slides for your presentation, but please adhere to the time length limit.

・As a rule, the presentation language and slides will be informed individually from the congress secretariat.

・The recommended presentation slide aspect ratio is 16:9.

・Please come to the PC Center at least 45 minutes before your presentation time.

・Your presentation data can be brought to the PC Preview at any time during the conference period.

Location:　Conference Center 3F

Time:　　　November 7 (Thu.)　　7:30–16:30
　　　　　　November 8 (Fri.)　　8:00–16:00
　　　　　　November 9 (Sat.)　　8:00–15:00

◆Presentation Data Storage Options

	Windows	Mac
Your personal laptop	○	○
Your personal USB flash drive	○	×
Software applications	PowerPoint Microsoft Office 365	—
Video player	Windows Media Player	—

* Please note, only PC presentations will be allowed. Slide film, OHP, VTR, etc. will not be allowed.

* If your presentation slide data includes video, please be sure to bring your own computer.

◆Presenters who will be bringing their presentation data via USB flash drives

1. Please go to the PC Preview at least 45 minutes before your scheduled presentation time.
2. Use a USB flash drive to store your presentation data. Use the latest virus removal software to ensure your USB flash drive is virus-free.
3. The maximum data size will be 640 MB.
4. The following OS and software applications will be used on the venue computers.
    ・OS: Windows 10
    ・Software Application: Windows PowerPoint Microsoft Office365
5. Use fonts that come standard with Windows 10. The following fonts are recommended.
    ・Japanese: MS Gothic, MSP Gothic, MS Mincho, MSP Mincho
    ・English: Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic
6. Rename your presentation data as "session name_presenter name".
    Example: Symposium1_JohnDoe
7. Please inform the operator in PC Center if you wish to use video or audio.
8. Store any related video data in the same folder.
    * Note on slide videos:
    Ensure your video files are compatible with OS Windows 10 codec pack and Windows Media Player 12. WMV format is recommended for video files. In case of any technical difficulties, please bring your own PC.
9. After creating your presentation data, please use another computer to test the presentation playback is working properly.
10. Presentation data cannot be modified at the session rooms.
11. Once your presentation preview has been completed, the data will be transferred via LAN line to the presentation room.

12. When it is time for your presentation, the first slide of your presentation will be projected on the screen. Use the podium mouse and keyboard to proceed with your slides (the PowerPoint presenter's tool will not be in use). Laser pointers are available on the podium.

13. Your presentation data will be temporarily stored and will be disposed by the Secretariat after the conference.

◆**Presenters who will be using their own lap top**

1. Go to the PC Preview at least 45 minutes before your scheduled presentation time.

2. Check the cable connection on the preview monitor. HDMI connector cable is available. Some notebook computers require a special connector that comes with the computer (sold separately), so be sure to bring it with you.

3. There are no restrictions on the type or version of your computer, but be sure to bring the required adapter for external output.

4. Prior to coming to the venue, check that your computer connects and displays correctly to an external monitor.

5. Create a shortcut to your presentation data in an easily recognizable location on your desktop and rename your presentation data as "session name_presenter name".
    Example: Symposium1_JohnDoe

6. If you have video or audio in your presentation, please inform the operator in PC Center.

7. Deactivate your computer screen saver and power saving settings in advance.

8. Temporally deactivate your computer startup passwords.

9. Be sure to bring your own AC adapter (power outlets are available throughout the venue).

10. Bring your own computer to the operator's seat at the front left side of the venue at least 30 minutes before your presentation time.

11. Use the monitor, mouse, keyboard, and laser pointer provided on the podium during your presentation. (the PowerPoint presenter's tool will not in use).

12. In case of technical difficulties, bring a backup of your presentation data.

13. Presentation data cannot be modified at the session rooms.

14. Your computer will be returned for pickup at the operator's seat when you complete your presentation.

Financial Disclosure

・All presenters are required to disclose any conflicts of interest during your presentation.

・Oral presentation are to include a conflict of interest disclosure slide as the second slide of your presentation (after the title slide).

・Refer to the sample below when creating your conflice of interest disclosure slide.

・Please visit the meeting website to dawnload the conflict of interest slide templates.

■ The 64th JSNM (English) sample PowerPoint COI slides

Annual Meeting of the Japanese Society of Nuclear Medicine

Disclosure of Conflict of Interest
Name of first author：〇〇 〇〇

I have no COI
with regard to our presentation.

Annual Meeting of the Japanese Society of Nuclear Medicine

Disclosure of Conflict of Interest
Name of first author：〇〇 〇〇

Matters requiring disclosure of COI
with regard to our presentation are as follows;

Research founding：〇〇 Pharma Co. Limit.
Acceptance of Researchers：〇〇 Pharma Inc.

■ The 44th JSNMT (English) sample PowerPoint COI slides

The Annual Meeting of the Japanese Society of Nuclear Medicine Technology

■The author has no conflict of interest to disclose with respect to this presentation.

The Annual Meeting of the Japanese Society of Nuclear Medicine Technology

■The author has conflict of interest to disclose with respect to this presentation.

Company / Organization

Chairperson Information

· In principle, chairpersons are requested to facilitate onsite.

· Please take the "next chairperson's seat" on the front right side of the room at least 15 minutes before your session.

· You will be in charge of the progression of the session, and we ask you to allocate time for meaningful discussion.