

# Information for Speakers

The 65th Annual Meeting of the Japanese Society of Nuclear Medicine and the 45th Annual Meeting of the Japanese Society of Nuclear Medicine Technology will be held in a hybrid format with on-site and online components.

Speakers are generally expected to present on-site.

Please note that on-demand streaming of oral presentations will not be available.

## 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 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 in Japanese. However, there will be some English or Japanese/English sessions.
- 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.
- Please register your data at the PC Center located below.

Location: B1F, Foyer, International Exhibition Hall, Miyakomesse

Time: Thursday, November 13 7:45–17:10

Friday, November 14 7:45–17:00

Saturday, November 15 7:45–14:20

## ◆ Presentation Data Storage Options

1. If you are using a Mac, please make sure to bring your own computer. Presentations cannot be given using an iPad.
  2. Video files should be in a format that can be played with Windows Media Player on a standard Windows 11 system, and should be linked to your PowerPoint presentation. We also recommend that you bring the video files separately as a backup, in case of any issues with embedded videos.
- \* 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 come to the PC Center 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 11
  - Software Application: Windows PowerPoint Microsoft Office365
5. Use fonts that come standard with Windows 11. The following fonts are recommended.
  - Japanese: MS Gothic, MSP Gothic, MS Mincho, MSP Mincho, Yu Mincho, Yu Gothic, Meiryo, etc.
  - English: Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, etc.
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. Please come to the PC Center at least 45 minutes before your scheduled presentation time.
2. Please check the cable connection using the preview monitor. Only devices equipped with an HDMI connector are supported. Please note that HDMI adapters will not be provided.
3. There are no restrictions on the operating system of your computer, but please be sure to bring the AC adapter that comes with your device.
4. To prevent unexpected problems, please make sure to bring backup data as well.
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.

## Poster Presenters

### ◆ Presentation Time and Language

Duration:

Presentation: 3 minutes + Discussion: 2 minutes = Total: 5 minutes

Language:

- Japanese Society of Nuclear Medicine: English or Japanese
- Japanese Society of Nuclear Medicine Technology: Japanese

### ◆ Poster Mounting and Removal

Mounting Time:

Thursday, November 13: 8:00–9:00

Friday, November 14: 8:00–9:00

Saturday, November 15: 8:00–9:00

Removal Time:

Saturday, November 15: 12:00–13:00

Location:

- Poster Session Room 1 in Room 2 (1F, Exhibition Hall 2A, Kyoto International Exhibition Hall, Miyakomesse)
  - \* For Poster Sessions 1 & 2
- Poster Session Room 2 in Room 3 (1F, Exhibition Hall 2D, Kyoto International Exhibition Hall, Miyakomesse)
  - \* For Poster Session 3

Note that posters not removed by 13:00 on November 15 will be discarded by the secretariat.

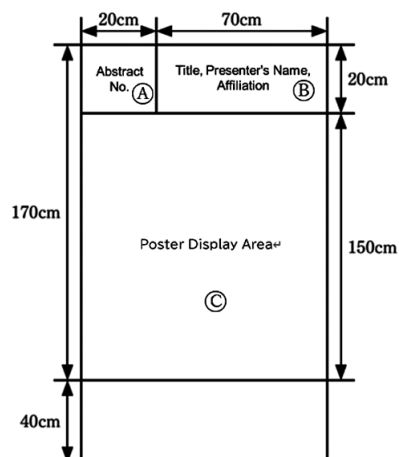
## ◆ Poster Size and Display Instructions

- Please refer to the illustration on the right for the poster display method.

- Poster Panel Size: 210 cm (H) × 90 cm (W)
- The maximum display area for posters is 150 cm (H) × 90 cm (W).

Please prepare your poster according to these dimensions. ((C))

- Please ensure that any conflicts of interest are disclosed at the bottom section of your poster presentation.
- The presentation number (20 cm × 20 cm) will be prepared by the Secretariat and placed in the upper left corner of the panel. Please check your number and attach your poster accordingly. ((A))
- The title, presenter's name, and affiliation (20 cm × 70 cm) should be prepared by each presenter and attached next to the presentation number. ((B))
- Pushpins will be provided on the poster panels.
- Please bring your own presentation materials.



## 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).
- For poster presentations, please display the conflict of interest disclosure at the bottom of the poster.
- Refer to the sample below when creating your conflict of interest disclosure slide.
- Please visit the meeting website to download the conflict of interest slide templates.

### ■ The 65th JSNM (English) sample PowerPoint COI slides

|   |   |
|---|---|
| <p>Annual Meeting of the Japanese Society of Nuclear Medicine</p> <p><b>Disclosure of Conflict of Interest</b></p> <p><i>Name of first author : ○○ ○○</i></p> <p>Matters requiring disclosure of COI with regard to our presentation are as follows;</p> <p>Research founding : ○○ Pharma Co. Limit.<br/>Acceptance of Researchers : ○○ Pharma Inc.</p> | <p>Annual Meeting of the Japanese Society of Nuclear Medicine</p> <p><b>Disclosure of Conflict of Interest</b></p> <p><i>Name of first author : ○○ ○○</i></p> <p>I have no COI with regard to our presentation.</p> |
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### ■ The 45th JSNMT (English) sample PowerPoint COI slides

|  |   |
|--|---|
| <p><b>The Annual Meeting of the Japanese Society of Nuclear Medicine Technology</b></p> <p>■ The author has no conflict of interest to disclose with respect to this presentation.</p> | <p><b>The Annual Meeting of the Japanese Society of Nuclear Medicine Technology</b></p> <p>■ The author has conflict of interest to disclose with respect to this presentation.</p> <p>Company / Organization</p> <div></div> |
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# Information for Chairs

## Oral/Symposium Sessions

- Chairs are requested to facilitate onsite.
- Please take the “Next Chair’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.

## Poster Session

- Please check in at the "Poster Chair Check-in Counter" located in Exhibition Hall 2 BC on the 1F at least 30 minutes before your assigned session begins.
- Please proceed to your assigned poster area at least 10 minutes before the session starts.
- Begin the session promptly at the scheduled time.
- Please strictly adhere to the presentation time limits and cooperate to ensure smooth progress of the session.