

# The 68th Congress of the Japanese Society of Oral and Maxillofacial Surgeons

General information and guideline for all participants

## I. JSOMS2023 Schedule

- On-site: November 10th (Fri.) – 12th (Sun.), 2023
- Mini Lecture and Video Lecture: November 10th (Fri.) – December 25th (Mon.), 2023
- On-demand Streaming: November 24th (Fri.) - December 25th (Mon.), 2023

## II. Registration

### 1. Pre-registration

- Visit the website for the details of how to register.  
<https://www.congre.co.jp/jsoms2023/en/registration/index.html>
- Registration deadline: **October 20th (Fri.), 2023**  
\*Japan Time = UTC+09:00  
\*Pre-registration is required for all participants prior to the meeting.

### 2. Registration Fee

Registration Fee	JPY 16,000
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## III. Meeting Venue

Osaka International Convention Center  
5-3-51, Nakanoshima Kita-ku, Osaka 530-0005 JAPAN  
TEL : +81-6-4803-5555

## IV. Information for Speakers

When preparing contents that include patient information, please be cautious not to display details that can be used to identify the patient.

### 1. Oral Presentations

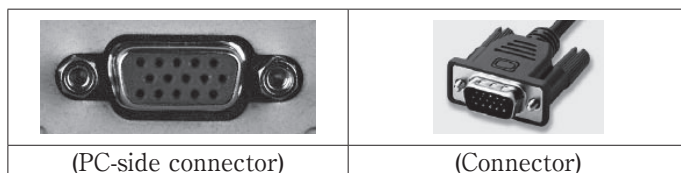
- 1) Oral presentation time : 7 minutes for presentation, 3 minutes for discussion
- 2) Speakers will be reminded one minute before the end of their allotted time with a yellow lamp, then with a red lamp at the end.
- 3) Please bring your computer or data storage device (USB memory stick) to the PC Preview Center (5F, Lobby) at least 60 minutes before your scheduled presentation time to allow the PC operator to check the operation.
- 4) Please be seated in the next speaker's seat (in the front left side of the venue) at least 15 minutes before the start of your presentation.
  - PC Preview Center (5F, Lobby)

November 10 (Fri.)	7:30am - 5:30pm
November 11 (Sat.)	7:15am - 3:30pm
November 12 (Sun.)	8:15am - 1:30pm

\*All presentation data will be deleted after the conference.

- 5) All presentations must be made in the form of PC presentation with Microsoft PowerPoint for one screen.
- 6) Please create a folder that is named with the Entry No. and your name.
- 7) Notes on preparing your presentation data
  - Prepare your presentation on USB memory.
  - Save your presentation as Microsoft PowerPoint for Windows ver. 2019, 2013 or 2010.
  - Be sure that your file is compatible with Windows operation system.

- Use only the standard fonts provided with Microsoft PowerPoint for Windows.
- 8) Notes for speakers with their own computers
- Remember to bring your own laptop, power adaptor, and cables.
  - Our computers must be equipped with a Dsub-15 pin video output. Please bring conversion cables if necessary.



- Please turn off the screensaver and power saving mode.
  - Laptops will be returned from a PC operator near the podium in each session room after the presentation.
- 9) Please use the monitor, keyboard, mouse, and laser pointer on the podium.

## 2. Poster Presentations

1) Poster sessions will be held at Event Hall (3F, Osaka International Convention Center).

	November 10 (Fri.)	November 11 (Sat.)	November 12 (Sun.)
Poster Mounting	9:00am - 12:00pm	-	-
Poster Presentations	2:20pm - 6:25pm	1:00pm - 5:20pm	-
Poster Removal	-	-	1:10pm - 1:40pm

2) Posters nominated for Outstanding Poster Presentation Award must be set up by 12:00pm, November 10 (Fri).

Please note that nominated posters will be excluded from the award if the poster is not set up at that time.

3) A panel board (H210cm × W90cm) will be prepared with the poster number.

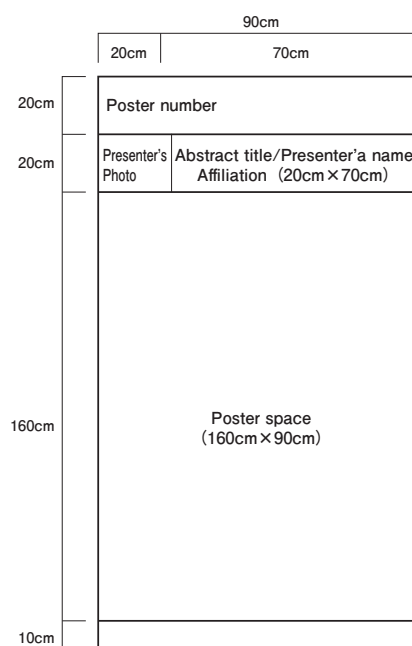
- A presenter's photograph (H20cm × W20cm) should be attached on the upper left corner of the board, and the title, name, and affiliation (H20cm × W70cm) should be next to the photograph, and the poster should be displayed below the photograph and title (H160cm × W90cm).

- Please be in front of your poster during the discussion time.
- Drawing pins will be supplied to each board.

4) All poster presenters are asked to be punctual of a 3 minutes presentation time, and 2 minutes discussion time.

- Please prepare 30 printed copies or more of your presentation materials.

5) Posters will be removed by secretariat after the above removal time.



## 3. Disclosure of Conflict of Interest (COI)

For the full transparency, it is required that COI should be openly declared and identified at the beginning of each presentation.

Every speaker and author whose presentation has direct or indirect relations, affiliations and/or financial benefit by commercial organizations, qualifies as having COI and is mandated to declare accordingly.

## V . Exhibition

Event Hall (3F, Osaka International Convention Center)

November 10 (Fri.)	9:00am - 6:00pm
November 11 (Sat.)	9:00am - 5:00pm
November 12 (Sun.)	9:00am - 2:00pm

## VI . Congress Dinner

Date and Time	7:00pm-9:00pm, November 10 (Fri.)
Venue	Royal Hall, Tower Wing 3F, RIHGA Royal Hotel Osaka
Admission	JPY 3,000

## VII . Inquiries

JSOMS2023 Congress Secretariat

c/o Congrès Inc.

3-6-13 Awajicyo, Chuo-ku, Osaka 541-0047, Japan

E-mail : jsoms2023@congre.co.jp