

The 69th Congress of the Japanese Society of Oral and Maxillofacial Surgeons

General information and guideline for all participants

I. JSOMS2024 Schedule

- On-site: November 22 (Fri.) – 24 (Sun.), 2024
- Mini Lecture and Video Lecture: November 22 (Fri.), 2024 – January 31 (Fri), 2025
- On-demand Streaming: December 6 (Fri.), 2024 – January 31 (Fri.), 2025

II. Registration

To participate in the JSOMS2024, registration must be made via online registration system. Please visit the website for the details of how to register.

<https://www.congre.co.jp/jsoms2024/en/registration/index.html>

1. Registration Period

Early Bird	July 1 (Mon.), 2024, noon – November 21 (Thu.), 2024, noon
Regular	November 21 (Thu.), 2024, after noon – January 30 (Thu.), 2025, noon

*Japan Time = UTC+09:00

2. Registration Fee

Early Bird (July 1 (Mon.), 2024, noon – November 21 (Thu.), 2024, noon)	JPY18,000.-
Regular (November 21 (Thu.), 2024, after noon – January 30 (Thu.), 2025, noon)	JPY20,000.-

III. Meeting Venue

PACIFICO Yokohama Conference Center

1-1-1 Minato Mirai, Nishi-ku, Yokohama 220-0012, Japan

TEL: +81-45-221-2155

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 (1F, Foyer) 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 (1F, Foyer)

November 22 (Fri.)	7:30am – 4:00pm
November 23 (Sat.)	8:30am – 4:00pm
November 24 (Sun.)	8:30am – 3:00pm

*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 HDMI or 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 3F Foyer, 301-304.

	November 22 (Fri.)	November 23 (Sat.)	November 24 (Sun.)
Poster Mounting	9:00am – 12:00pm	-	-
Poster Presentations	2:25pm – 6:15pm	1:25pm – 4:45pm	-
Poster Removal	-	-	2:00pm – 2:30pm

2) Posters nominated for Outstanding Poster Presentation Award must be set up by 12:00pm, November 22 (Fri.).

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

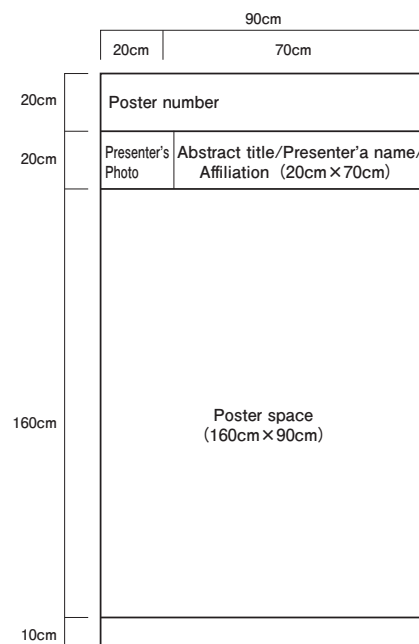
3) A panel board (H210cm × W90cm) will be prepared with the poster number.

- 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 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

3F Foyer, 301-304

November 22 (Fri.)	9:00am - 6:00pm
November 23 (Sat.)	9:00am - 4:30pm
November 24 (Sun.)	9:00am - 2:30pm

VI. Congress Dinner

Date and Time	6:30pm-, November 22 (Fri.)
Venue	Queen's Grand Ballroom BCD, B2F, The Yokohama Bay Hotel Tokyu
Admission	JPY5,000.-

VII. Inquiries

JSOMS2024 Congress Secretariat

c/o Congrès Inc.

Nakanoshima Qross, 4-3-51 Nakanoshima, Kita-ku, Osaka 530-0005, Japan

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