Information for Chairs and Speakers

1. All presentation must be made in the form of PC presentation in English. There is no limitation to the number of slides, but please make sure to present within the designated time.

2. Duration:

	Presentation	Discussion
Panel Discussion	8 min.	General Discussion
Symposium	8 min.	General Discussion
Rising Stars Session	8 min.	General Discussion
Topics	5 min.	3 min.
Free Paper	5 min.	3 min.

- Please be punctual and carefully follow the allotted time limits.
- Illuminating yellow lamp indicates one minute remaining and red lamp indicates the end of your presentation.

3. PC Preview Desk: 1F Cafetaria, Kazusa Akademia Hall
   - For speakers, please register your slide data and check at PC Preview center, at least an hour before your session begins.
   - For those who are planning to use their own laptop, please bring it to the operator's desk (usually at the left front of the room) 20 minutes before your session begins, after checking connection at the PC Preview Center.

   PC Preview Center will open as below.

Wednesday, October 31	7:30 – 16:30
Thursday, November 1	7:45 – 18:00
Friday, November 2	7:00 – 16:30
Saturday, November 3	8:00 – 15:00

   - During your presentation, please use keyboard or mouse to operate your slide. There is also a monitor on the podium which shows exactly the same view as the screen.

Notes for speakers bringing their data

Be sure that your file is compatible with Windows operation system. Prepare your presentation on USB memory or on CD-R. Do not use CD-RW, MO, FD, ZIP.
   - At the presentation venue, the provided PC is OS : Windows 10.
   - Prepare your slides with Microsoft PowerPoint 2010, 2013, 2016. Presentations using software before Office 98 (ex. Office 95) may not work properly.
   - Use only the standard fonts provided with Microsoft PowerPoint for Windows.
   - Fonts recommendation: Times New Roman / Arial / Arial Black / Arial Narrow / Centu-

ry / Century Gothic / Courier / Courier New / Georgia）

- Please note that fonts besides the above may not be displayed properly.
- Video and sound system inserted into PowerPoint must be playable with Windows Media Player.

  Please remember to bring video file with PowerPoint data.
- If your presentation data includes movies, please bring your own computer as a back-up. Also, please make sure to check beforehand on a different PC whether the linked data （pictures, videos, graphs） work properly. The data capacity is 500 MB.
- Media will be returned immediately after we receive your data.
- We will delete your data after your presentation ends.
- The resolution of the screen will be XGA （1026×768） .
- Please make sure that the presenter's view mode cannot be used.

Notes for speakers with their own PC
- Windows and Macintosh PCs are accepted.
- If your PC is not equipped with a Dsub-15 pin video output, make sure to bring your own connector.

Dsub-15 pin video output

- All energy-conserving functions such as screen-savers, sleep/power-saving modes should be disabled on PCs to be used in the presentation.
- Remember to bring your own power adaptor and cables.
- Please bring a backup CD-R or USB data memory containing the presentation file.

4．Guidelines for Poster Presenters

Poster Presentation and Q&A

- 2 minutes are allotted for presentation, 2 minutes for discussion.
- Please follow chairman's instructions.

Poster Panel Instruction

- Refer to the poster board size on the right.
- All poster boards will be assigned with a Poster Number (upper-left corner)
- Please prepare Title, Affiliation, and Name display on your own. (70cm×20cm)
- Please place the presenter's ribbon on your chest.
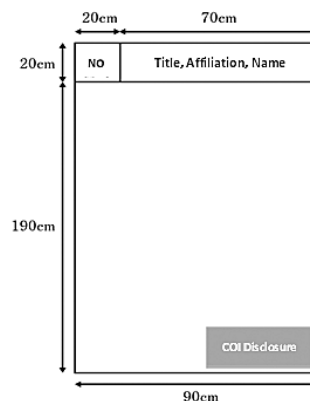
Poster Mounting and Removal

- Presenters are required to mount their posters on the designated board during the specified below.
- The Congress Secretariat will provide equipment and items required for setting the posters.
- Any poster left after the scheduled removal time will be disposed of by the Congress Secretariat.

Poster Mounting and Removal Schedule
Venue : Conference Room 101～104, 1F Foyer, Kazusa Akademia Hall
Mounting : Thursday,　November 1　　8:00 – 10:30
Removal　: Friday,　　November 2　15:00 – 16:30

5. COI Information Disclosure

COI Information disclosure must be included in all presentations.

Please create a slide or poster displaying your COI information referring to the sample slides below.

＜Sample Slides＞

Combined Meeting of the 43rd Annual Meeting of Japanese Society for Surgery of the Foot (JSSF) & the 5th Ankle Instability Group Annual Meeting (AIG) **COI Disclosure** Lead Presenter : ◯ ◯　 ◯ ◯	**Combined Meeting of the 43rd Annual Meeting of Japanese Society for Surgery of the Foot (JSSF) & the 5th Ankle Instability Group Annual Meeting (AIG)** **COI Disclosure** Lead Presenter : ◯ ◯　 ◯ ◯
There are no COI with regard to this presentation.	**COI Related to This Presentation** ①Advisor:　　　　　　　　　　◯◯ Inc. ②Stock Ownership/Profits:　　None ③Royalties:　　　　　　　　　◯◯ Inc. ④Lecture Fees:　　　　　　　　None ⑤Manuscript Fees:　　　　　　◯◯ Inc. ⑥Consigned/Joint Research Expenses: None ⑦Scholarship Donations:　　　◯◯ Inc. ⑧Course Affiliation:　　　　　None ⑨Gifts & Other Remuneration: ◯◯ Inc.

6. Important notes

Q & A

- Please follow the chairman's instructions. Active discussion is anticipated.
- Be prepared in front of the microphone when you speak. Briefly introduce yourself (name, affiliation) before asking a question or making a comment. Slides cannot be used.

Guidelines for Chairmen (Oral Presentation)

- Please take your seat at least 15 min before the session starts. Your seat is at the front

right of the room.

- Please be punctual and carefully follow the allotted time limits.