

## Information for Chairs and Speakers

### ■ Presentation Materials (Slides) and Language for Oral Presentations

Session	Presentation Language	Slide language
Congress President Address, Special Lecture, V-1 : Young Vascular Surgeons Competition, Medical Safety Workshop, Supervisor Training Session, Diversity and Work Style Reform Committee Session, Smoking Cessation Seminar, JSVS Board Reports, JSVS Educational Seminar	Japanese	Japanese
Addresses from the presidents of SVS, ESVS, and JSVS	English or Japanese (At the speaker's discretion)	English or Japanese
Primary Session, Requested Abstract, Oral Session, Poster Session	※	English
Resident/Student Session	Japanese	English

※Please note that this varies by session, so please check the details we sent you separately.

### ■ Presentation Format and Schedule

Session	Presentation Time	Q&A	General Discussion
Primary Session	※		
Requested Abstract	※	※	None
Oral Session, Resident/Student Session	6 minutes	2 minutes	None
Poster Session	4 minutes	2 minutes	None
V-1 : Young Vascular Surgeons Competition	Self-introduction: 1 minute; Presentation: 5 minutes; Q&A: 4 minutes		

※This varies by session, so please check the details we sent you separately.

- A yellow light will appear one minute before the end of your presentation, and a red light will appear when your time is up or you have gone over. To ensure that the session runs smoothly, please strictly adhere to the time limit.
- We will provide a monitor, keyboard, mouse, and laser pointer on the lectern.  
When you step up to the lectern, the first slide will appear; please proceed on your own from there.

### ■ To the Chairs

#### Oral Session

There is no registration desk for session chairs.

Please take your seat in the front-right row of the session room at least 15 minutes before the session starts.

#### Poster Session

Please stop by the "Poster Chair Registration Desk" at least 15 minutes before the session starts to

pick up your chairperson ribbon and pointer.

There will be no announcement, so please wait in front of the panel for your session and begin at the scheduled time.

After the session ends, please return the chairperson's ribbon and pointer to the "Poster Chair Registration Desk".

### 【Poster Session】

Poster Session 1 (Hall C+b2, B2F, Knowledge Capital Congr s Convention Center)

Poster Session 2 (Room B01+02, 10F, Knowledge Capital Conference Room TowerB)

Date	Time	Location
Wednesday, May 27	10 : 30~10 : 45	In front of the poster venue listed above
Thursday, May 28	10 : 00~10 : 15	
Friday, May 29	9 : 30~ 9 : 45	

### ■ To All Speakers

#### Disclosure of Conflicts of Interest

All first authors are required to declare whether they have any conflicts of interest during the period from three years prior to the abstract submission until the time of the presentation, regardless of whether such conflicts exist.

In addition, the COI status must be disclosed on the presentation day.

#### Oral Session

##### 1. Submission of Presentation Data

Please submit your presentation data (or bring your own laptop) and complete the preview check at the PC Preview Desk at least 30 minutes before the session starts.

Date	Time	Location
Wednesday, May 27	7 : 30~17 : 30	PC Preview Desk (Foye, B2F, Knowledge Capital Congr�s Convention Center)
Thursday, May 28	7 : 30~18 : 00	
Friday, May 29	7 : 30~14 : 00	

##### 2. Next Speaker

As soon as the current speaker takes the stage, the next speaker should wait in the front-left row of the session room.

##### 3. Presentation Guideline

- All oral presentations must be delivered using a PC (PowerPoint). A 16:9 slide aspect ratio is recommended; however, 4:3 display is also supported.
- Please make your presentation files using the Windows Office 365 version of PowerPoint.  
※There is no limit on the number of slides.
- The "Presenter View" feature in PowerPoint is not available. If you require a presentation script, please prepare it in advance. If you prefer to use "Presenter View," please bring your own PC.
- Whether you bring your own data or your own PC, you must control the slide advance yourself using the mouse and keyboard on the lectern.

<For speakers using submitted data>

- Please be sure to test the file on a computer other than the one used to create it, and bring it with you on a USB flash drive.

- Recommended fonts are as follows:

Japanese : MS Gothic, MSP Gothic, MS Mincho, MSP Mincho

English : Times New Roman • Arial • Arial Black • Arial Narrow • Century • Century Gothic •  
Courier • Courier New • Georgia

If you use a font other than those listed above, you may experience issues such as misaligned text or paragraphs, garbled characters, or text that does not display properly.

- Please ensure that any videos or audio files you embed in PowerPoint are formatted to play in Windows Media Player. Be sure to bring the video files along with your PowerPoint presentation.
- For video presentations, we recommend that you bring your own laptop for backup purposes. If your presentation includes linked data (such as still images, videos, or graphs) that you are bringing with you, please verify that it works on another computer after burning the media to a disc before bringing it to the event. Please note that the file size is limited to 500 MB.
- The presentation data will be securely deleted by the secretariat after the conference concludes.

<For presentations using your own PC>

- If your files were created on a Mac or include video or audio data, please bring your own PC.
- The PC cables used at the venue have HDMI connectors. Please ensure you bring a PC equipped with this type of output port or an adapter that converts to this connector.
- Please disable your screensaver and power-saving settings in advance.
- Please be sure to bring your AC adapter.
- If you are using video files, please limit them to those that can be played in Windows Media Player.
- Please be sure to back up your presentation data and bring the backup file with you on a USB flash drive or other storage device.



HDMI

## 1. Poster Session Schedule

Schedule	Poster Session Venue	Presentation Number	Posting & Viewing	Presentation	Removal
Wednesday, May 27	Poster Room 1(Hall C+b2, B2F, Knowledge Capital Congrés Convention Center)	AP1-1 ~ AP6-10	8 : 00 ~	10 : 30 ~	12 : 00 ~
	Poster Room 2(Room B01+02, 10F, Knowledge Capital Conference Room TowerB)	AP7-1 ~ AP12-10	10 : 30 ~	11 : 30 ~	13 : 30 ~
Thursday, May 28	Poster Room 1(Hall C+b2, B2F, Knowledge Capital Congrés Convention Center)	PP1-1 ~ PP10-12	8 : 00 ~	10 : 00 ~	12 : 00 ~
	Poster Room 2(Room B01+02, 10F, Knowledge Capital Conference Room TowerB)	PP11-1 ~ PP18-12	10 : 00 ~	11 : 15 ~	13 : 30 ~
Friday, May 29	Poster Room 1(Hall C+b2, B2F, Knowledge Capital Congrés Convention Center)	TP1-1 ~ TP9-10	8 : 00 ~	11 : 00 ~	12 : 00 ~
	Poster Room 2(Room B01+02, 10F, Knowledge Capital Conference Room TowerB)	TP10-1 ~ TP18-10	11 : 00 ~	12 : 00 ~	13 : 30 ~

※Posters are replaced daily.

※Please strictly adhere to the poster removal time. Posters will be disposed of as soon as the time arrives.

Please note that we do not hold onto or mail any posters.

## 2. About the Presentation

Please be in position in front of your poster at least 5 minutes before the session starts.

Please wear your speaker's ribbon.

## 3. Regarding Poster Display Areas

The dimensions must be within 90 cm (width) × 160 cm (height).

Please prepare your own title and speaker name (affiliation) so that they fit within a 70 cm (width) × 20 cm (height) area next to the presentation number at the top of the panel.

The secretariat will provide the presentation numbers and pushpins.

