Registration

<table>
<thead>
<tr>
<th>Pacifico Yokohama Conference Center, 2F</th>
<th>Thursday, June 25</th>
<th>Friday, June 26</th>
<th>Saturday, June 27</th>
<th>Sunday, June 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacifico Yokohama Exhibition Hall A</td>
<td>14:00-19:00</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>7:00-17:00</td>
<td>7:00-17:00</td>
<td>7:00-17:00</td>
<td>7:00-16:00</td>
</tr>
</tbody>
</table>

Session Chairs

- All chairs should arrive at the session room 20 minutes before the session begins.
- Chairs should check in with the coordinator on arrival at the session room.
- It is the responsibility of chairs to communicate with speakers to make sure their session runs smoothly.

Presenters: Oral Presentation

Data Preparation

- Presenters must follow the instructions of the session chair while presenting and are not allowed to exceed their allotted time for presentation.

- All presentations must use PowerPoint and must run on a PC. The computers in the presentation rooms will be Windows 7-based PCs with Microsoft PowerPoint (Office 2007/2010/2013 installed). Presenters will be able to present their talks on a Windows readable USB flash Drive or CD-ROM.

- Macintosh Users: Macintosh-based presentations will not be supported. Presenters electing to present on Mac computers must bring their own computer.

- If PowerPoint presentation includes features such as embedded animations, video clips and sound, presenters must bring their own computer.

- All presenters are required to check in to the PC Preview Center with their presentation data.

- Presenters electing to present on their computer should bring their adapters and power supplies.
• Presenters should carry a backup copy of presentation.

• When building a presentation, presenters must use standard fonts (e.g., Arial, Arial Black, Century, or Century Gothic), basic fonts are included on the session room PCs but if an unusual font is used it may not translate.

PC Preview Center

• All presenters are required to check in to the PC Preview Center located in Exhibition Hall A.

• All presenters must bring their presentation (USB stick, CD-ROM or their own computer) to the PC Preview Center at least 60 minutes before the session starts. Verification of proper performance in the PC center is essential.

• No editing is allowed at the PC Preview Center.

Opening Hours

<table>
<thead>
<tr>
<th>Pacifico Yokohama Exhibition Hall A</th>
<th>Friday, June 26</th>
<th>Saturday, June 27</th>
<th>Sunday, June 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-17:00</td>
<td>7:00-17:00</td>
<td>7:00-16:00</td>
<td></td>
</tr>
</tbody>
</table>

All presentation files are deleted at the end of the conference.
Presenters: Poster Presentation

Poster Presentation Guideline

- The poster should be easily legible at a distance and the figures, tables and photos should be clearly displayed.

- A label displayed next to the poster no. and showing presentation title, institution and presenter’s name (Size: W90cm × H21 cm) should be presented. Presenter’s name should be marked with a circle.

- Pins for mounting will be provided by the congress at the venue. Please do not use any tapes or pins that will not be provided by the congress.

- The label of poster program number will be posted on each poster board by the congress secretariat.

- Posters should be brought to the congress and not mailed.
Set Up and Removal Times
Poster Exhibition: Pacifico Yokohama Exhibition Hall D

<table>
<thead>
<tr>
<th></th>
<th>Friday, June 26</th>
<th>Saturday, June 27</th>
<th>Sunday, June 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check-in/ Set Up</td>
<td>7:00-9:00</td>
<td>7:00-9:00</td>
<td>7:00-9:00</td>
</tr>
<tr>
<td>Presentation/ Discussion</td>
<td>10:30-11:40</td>
<td>10:30-11:40</td>
<td>10:30-11:40</td>
</tr>
<tr>
<td></td>
<td>16:00-17:10</td>
<td>16:00-17:10</td>
<td>14:00-15:10</td>
</tr>
<tr>
<td>Removal</td>
<td>17:30-18:30</td>
<td>17:30-18:30</td>
<td>15:30-16:30</td>
</tr>
</tbody>
</table>

- Presenters are responsible for mounting their posters the morning of their presentation and removing. Posters left up past the removal time will be discarded.

Guideline for Presentation
Presenters must follow the session chair's instruction while presenting and are not allowed to exceed their allotted time for presentation.

- Time Allocation for Presentation: Presentation (4min)/ Discussion (2min)

Disclosure of Conflict of Interest (COI)
All presenters are requested to disclose a conflict of interest (COI) relevant to their presentation.

All oral/poster presentations must have a COI statement on whether there is any relevant supportive relationship to disclose. In this case, COI is any situation in which the first author or immediate family members have interests of financial/material supports to one particular company or organization during the past one year (e.g., owning stocks of a related company, honoraria, consultancy fees, research support, gifts and so on).

Poster presenters are required to show COI statement left bottom at the bottom of poster, and oral presenters are required insert COI statement in the first slide or directly after the title slide in your presentation.

Only name of company or organization should be stated, but its detailed contents of support will not be required to explain, in case if there are any interests to disclose.