Guidelines for Oral Presentations

For Chairpersons

- Please take the chairperson's standby seat at least 20 minutes before the beginning of your session
- Chairpersons are asked to remain within the time allotted for the session and each presentation.
- During the Q&A period, please ask people with questions and/or comments to stand in line by the microphone in advance.
- Each presentation in the Featured Research Session and Oral Presentation should be completed within 15 minutes (10 minutes for presentation and 5 minutes for questions and answers). Detailed information about other sessions will be announced before the meeting.
- Keynote Lectures in the Featured Research Session are to be kept within 20 minutes including questions and answers.

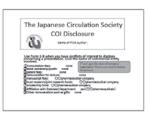
For Oral Presenters

- Oral Presentations can only be made with Windows 7 PCs (single screen only). Slide projectors are not available.
- If your presentation file is made using Macintosh, please bring your own laptop with a vga adapter (recommend genuine product).
- Please bring a power adpter if you intend to use your own laptop. Might be necessary to prepare a
 vga adpter although it's a Windows PC. Connect a projector neither DVI nor HDMI. Please turn off
 a function of screen saver and energy saver. (As well as hot corner of Macintosh)
- Please include at least one slide for your conclusion.
- If your presentation pertains to a project performed jointly with, or is supported by the private sector, please disclose this on screen.
- Please visit the Speaker Ready Room in the facility where you will be presenting, no later than one hour prior to your presentation in order to preview and submit your presentation in time.
- Please report any conflict of interest (COI).
 - The Japanese Circulation Society (JCS) is currently running a disclosure of COI.

Delegates who will be participating in the Poster or Oral Presentations are requested to review "The Japanese Circulation Society Regulations Concerning Conflict of Interest Policy in Clinical Research" http://www.j-circ.or.jp/coi/coi saisoku eng.pdf

Delegates are requested to use the formats below (or similar), which are downloadable from the JCS website to declare COI inserting COI disclosures on the first slide of Oral Presentations, or at the end of the poster.







File Management:

- Presentation files must be in Windows PowerPoint 2007, 2010, 2013, or 2016.
- To avoid display problems with your presentation, use only standard OS fonts such as Times New Roman Arial Arial Black Arial Narrow Century Century Gothic Courier Courier New or Georgia
- The projection screen for your session has XGA resolution (1024×768 pixels).
- The title of your presentation file should be "your presentation code + your name".
 (e.g.: OE-001 John Smith).

- There is no limit on the size of your presentation file. However, if the size of your presentation file exceeds 1GB, please bring your own PC.
- You can use audio or video in your presentation. If you use video which is encoded with a specific codec in your presentation, we recommend you bring your own PC. We also recommend any video data to be in WMV or MP4 format which can be played on Windows Media Player 11.
- All data files should be in one folder, including any reference files such as video files.

Speaker Ready Room:

 Please register your presentation data at the Speaker Ready Room in the facility where you will be delivering your presentation.

Registration Desk Hours:

March 18 (Fri.)	7:00 - 18:00	
March 19 (Sat.)	7:00 - 18:50	Lobby, 2F Conference Bldg., Sendai International Center
March 20 (Sun.)	7:00 - 17:30	
March 18 (Fri.)	15:30 - 18:00	
March 19 (Sat.)	7:45 - 18:50	Lobby, 1F Tohoku University Centennial Hall
March 20 (Sun.)	7:45 - 17:30	
March 18 (Fri.)	7:45 - 18:00	
March 19 (Sat.)	7:45 - 18:50	Lobby, 2F Sendai Civic Auditorium
March 20 (Sun.)	7:45 - 17:30	

- The medium you may bring should be a USB flash memory drive or CD-R.
- When writing onto a CD-R, use only the hybrid format (ISO 9660), as using special functions such as "Packet Write" may cause problems with data display.
- To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.
- After saving your presentation file on the appropriate medium, do a test run on another PC to make sure it works normally.
- Any copies of your presentation data which the Secretariat has received will be deleted after the meeting.
- If you have any inquiries on the above, please contact the Management Secretariat (at Japan Convention Services, Inc.).

E-mail: jcs2016@convention.co.jp

After Data Registration:

- Please be seated on the speaker's standby seat during the presentation directly before yours.
- A mouse and keypad are available on the podium table for your use.

Presenters for the Featured Research Session and Oral Presentation:

- Each presentation in the Featured Research Session and Oral Presentation should be completed within 15 minutes (10 minutes for presentation and 5 minutes for questions and answers).
- Keynote Lectures in the Featured Research Session are to be kept within 20 minutes including questions and answers.
- At 1 minute before the end of your presentation, a yellow warning light will appear, and at the end
 of the presentation time the light will turn red.
- Please avoid using a function of [Presentation Tools] in PowerPoint (or keynote of Macintosh), for the purpose of keeping the programs smoothly. Therefore the slide show is mirrored. When you have any inconveniences, please do not hesitate to contact the Management Secretariat.

Presenters for other sessions:

- Detailed information about your session will be announced before the meeting.
- At 1 minute before the end of your presentation, a yellow warning light will appear, and at the end of the presentation time, the light will turn red.
- Please keep the presentation within the time limit that has been suggested to the presenters.